[Company name]

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Meeting Room Booking SOP

Purpose: Avoiding double bookings and unprepared rooms: one booking method, setup checks, and a release rule when rooms are not used.

Who this is for: Everyone who books, sets up, or uses meeting rooms.

Booking rules

Book rooms only through **[Booking system / calendar]**, giving the meeting title, organiser, expected attendee count, and start and end times.

Booking detail	Rule
Booking method	**[Booking system / calendar]**
Maximum length	**[Maximum booking length]**
Gap between bookings	15 minutes
Approval for longer meetings	**[Office manager name]**

Room setup checklist

✓	Setup check
	Chairs set for the attendee count.
	Table clear.
	Whiteboard wiped, with at least two working markers available.
	Screen or video-conferencing link switched on and tested five minutes before the start, with the meeting link pasted in the calendar invite.
	Drinking water and glasses provided for meetings over one hour.

Cancellations and no-shows

Cancel at least one hour before the start and delete the calendar entry. A room unoccupied 15 minutes after the booked start may be released to another team.

Booking	Organiser	Cancelled at	Released?
Meeting room 1, 10:00–11:00	Team Lead	09:00	Yes

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Equipment and catering requests

Request	Deadline
Projector / video equipment	24 hours ahead
Catering	**[Catering notice period]**
Budget code	
Special setup (boardroom layout, extra chairs, flipcharts)	48 hours ahead

End-of-meeting reset

✓	Reset check
	Chairs returned to the standard layout.
	Whiteboard wiped.
	Screen switched off.
	All papers and cups removed.
	Damage, missing markers, or faulty equipment reported to reception before leaving the room.

Completion checklist

✓	Booking check
	All of today’s bookings are on the shared calendar with attendee counts and times.
	Rooms for meetings starting within the hour are set up and tested.
	Rooms used today were reset and any faults reported.

Checked by: **[Name]** - Date: **[DD Month YYYY]**

Document	Meeting Room Booking SOP
Version	1.0
Owner	**[Name and role]**
Review date	**[DD Month YYYY]**