

Booking Rooms at Malvern Cube

1. As from December 2017 all rooms at Malvern Cube must be booked through Brian Chesney who is the venues coordinator on the Malvern U3A Trustees Committee.
2. Brian's contact details are:
 - a. Email roombook@malvernu3a.org.uk
 - b. Phone: 01684 891 999
3. Brian then coordinates with Jon White at Malvern Cube to make the actual bookings. Brian will come back to you if there are any problems.
4. Brian receives and keeps the booking invoices from Jon White.
5. Brian then enters each booking into the Malvern U3A Cube calendar which can be accessed and viewed from the home page of the Malvern U3A web site.
6. To view the calendar go to the Malvern U3A home page and click on the 'Groups' tab at the top of the page and select 'Group Bookings (The Cube)'
7. This will open a new page on which you select the Group you want to view and then click on 'Get Records'.
8. The bookings then appear lower down the same page annotated with the Group name ('Geology' in our case) and a last column called 'Extras' which in our case is either 'Main Group' one of the Subgroups or 'Steering Committee'.
9. Please note that you are not able to make changes to this calendar. Only Brian Chesney can.
10. If you want to cancel a booking contact Brian Chesney. Please note that if you do not use a booking and don't cancel it Malvern U3A will still be charged.
11. If you have any problems with the calendar contents please contact Brian Chesney.
12. Finally please note that the Malvern Cube Web Calendar cannot be relied on to check for individual bookings and at present does not reflect what is in Jon White's booking system.