

# Desk Booking Policy Template

A ready-to-use starting point for hybrid teams. Fill in the **orange** brackets with your own rules, then share it wherever your team books desks.

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## Purpose

This policy explains how **[Company name]** employees reserve, use, and release desks — so everyone can count on finding a spot on their in-office days.

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## Who it applies to

Applies to **[all employees / hybrid staff only / specific teams]**. Visitors and external users are covered separately under **[visitor policy]**.

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## How to book

Book desks through **[booking tool]**. Reservations open **[10]** working days in advance, with a maximum of **[1]** active booking per person per day.

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## Cancellation

Release a desk you no longer need at least **[2]** hours before it starts — one tap in **[booking tool]** or from **[Outlook / Teams]**.

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## No-shows

Check in on arrival via **[app / QR code]**. Unclaimed desks auto-release after **[15–30]** minutes. Repeat no-shows are a conversation with **[manager / People team]** before any restriction.

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## Desk etiquette

Clear the desk at the end of each day, keep calls to designated areas where possible, and **[add any team-specific rules — food, screens, storage]**.

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## Exceptions & support

For accessibility needs, equipment requests, or questions about this policy, contact **[name / role / email]**.