## **Club and Society Room Bookings**

- Clubs and societies can request a <u>'block booking' (regular booking) through our online webform</u>. We will email presidents and treasurers details of the form you need to complete to request a block booking. Please note, due to the high demand for rooms, you are not guaranteed to receive the booking you request.
- Ad-hoc (one off) bookings can be made at any point during the year by completing our <u>ad-hoc room booking request form online</u>.
- Rooms can only be booked by a club or society president or treasurer.
- The Bloomsbury Theatre Building Rehearsal Room and Lewis Building Dance Studio are now prioritised for arts activity, and managed by artsUCL. Priority will be given to arts activity (whether that be arts societies, other clubs/societies doing arts activity or artsUCL open access programmes). The arts team will balance society activity demand, open access programmes demand, show rehearsal demand and practical considerations in allocating space.
- Clubs and societies are allowed to request a maximum of 6 hours of block bookings per week. Due to the high demand for rooms, we cannot guarantee 6 hours of bookings per week for all clubs and societies.
- If you do not provide suitable alternative preferences or if you complete the form incorrectly, you may not be allocated any bookings for the term.
- If you have booked a room, but no longer require the booking, you must notify <u>suactivities@ucl.ac.uk</u> as far in advance as possible. If you fail to notify us of any cancellations your room booking privileges will be revoked.
- For AV and other support within UCL spaces, please contact the <u>UCL Estates Room Bookings Department</u> through <u>MyServices</u> for more information.
- If you require additional bookings, club and society presidents will be able to make these through <u>CMISGo</u> once you have access.
- You can refer to <u>UCL Campus Maps</u> for the locations of any buildings below.
- The availability of these rooms is subject to change. Additional rooms may be added later in the year, so keep an eye out!

Room	Capacity	Floor	AV Equipment	Availability	Equipment
Bloomsbury Theatre Conference Room	70	Carpet	PC, projector and screen	10.00am – 10.00pm	<ul> <li>Upright piano</li> </ul>
2 <sup>nd</sup> floor				Monday to Friday	<ul> <li>Fold up chairs</li> </ul>
				11.00am – 7.00pm	<ul> <li>Fold up tables</li> </ul>
				Saturday to Sunday	<ul> <li>Whiteboard</li> </ul>
Bloomsbury Theatre Rehearsal Room	54	Wood	PC, projector and screen	Arts Priority Space	<ul> <li>Mirrored wall with barre</li> </ul>
1 <sup>st</sup> floor				10.00am – 10.00pm	<ul> <li>Upright piano</li> </ul>
				Monday to Friday	<ul> <li>Fold up chairs</li> </ul>
				11.00am – 7.00pm	<ul> <li>Fold up tables</li> </ul>
				Saturday to Sunday	<ul> <li>Whiteboard</li> </ul>
Bloomsbury Theatre 204	15	Carpet	TV screen	10.00am – 10.00pm	<ul> <li>Upright piano</li> </ul>
2 <sup>nd</sup> floor				Monday to Friday	<ul> <li>Fold up chairs</li> </ul>
				11.00am – 7.00pm	<ul> <li>Fold up tables</li> </ul>
				Saturday to Sunday	<ul> <li>Whiteboard</li> </ul>
Lewis Building Dance Studio	30	Wood	Stereo system	Arts Priority Space	<ul> <li>Mirrored wall with barre</li> </ul>
1 <sup>st</sup> floor				10.00am – 10.00pm	<ul> <li>Upright piano</li> </ul>
				Monday to Friday	
Lewis Building 105	25	Carpet	TV screen	10.00am – 10.00pm	<ul> <li>Limited tables and chairs</li> </ul>
1 <sup>st</sup> floor				Monday to Friday	
Lewis Building 206	50	Carpet	None	10.00am – 10.00pm	<ul> <li>'L' shaped space</li> </ul>
2 <sup>nd</sup> floor				Monday to Friday	<ul> <li>Limited stackable chairs</li> </ul>
Jeremy Bentham Room	60*	Wood	PC, projector and screen	3.00pm – 9.00pm	<ul> <li>Stackable chairs</li> </ul>
Wilkins Building	*Strict reduced			Monday, Wednesday	<ul> <li>Tables</li> </ul>
	capacity due to building works			and Friday only	<ul> <li>Whiteboard</li> </ul>
	and fire safety			9.00am – 9.00pm	
				Saturday to Sunday	
Garden Room	50	Carpet	TV screen	6.00pm – 9.00pm	<ul> <li>Stackable chairs</li> </ul>
Wilkins Building, South Cloisters				Monday to Friday	<ul> <li>Tables</li> </ul>
Wilkins Terrace	60*	Paved	None	4.00pm – 9.00pm	<ul> <li>Outdoor space</li> </ul>
	*Strict reduced	Outdoor		Monday to Friday	<ul> <li>Sided marquee</li> </ul>
	capacity due to building works	(Covered)		9.00am – 9.00pm	<ul> <li>Heaters</li> </ul>
	and fire safety			Saturday to Sunday	
IOE – 421 Nunn Hall	60	Wood	PC, projector and screen	6:00pm – 9:00pm	<ul> <li>Stackable chairs</li> </ul>
20 Bedford Way				Mondays	<ul> <li>Tables</li> </ul>
				2:00pm – 9:00pm	
				Wednesdays	

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9.00am – 9.00pm	Room 05	65	Carpet	PC, projector and screen	6.00pm – 9.00pm	<ul> <li>Tables and chairs</li> </ul>
	188 Tottenham Court Road				Monday to Friday	<ul> <li>Whiteboard</li> </ul>
					9.00am – 9.00pm	
					Saturday to Sunday	

<b>Foster Court 112/113</b> 1 <sup>st</sup> floor	36	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul> <li>Stackable chairs</li> <li>Tables</li> <li>Whiteboard</li> <li>Moveable partition</li> </ul>
<b>Foster Court 114</b> 1 <sup>st</sup> floor	40	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>Tables</li><li>Whiteboard</li></ul>
<b>Foster Court 215</b> 2 <sup>nd</sup> floor	15	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>Tables</li><li>Whiteboard</li></ul>
<b>Foster Court 217</b> 2 <sup>nd</sup> floor	15	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>Tables</li><li>Whiteboard</li></ul>
<b>Foster Court 219</b> 2 <sup>nd</sup> floor	15	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>Tables</li><li>Whiteboard</li></ul>
South Quad Teaching Block Go1 Ground floor	48	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>No tables</li><li>Whiteboard</li></ul>
<b>South Quad Teaching Block 101</b> 1 <sup>st</sup> floor	18	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul> <li>Stackable chairs</li> <li>Limited tables</li> <li>Whiteboard</li> <li>Not wheelchair accessible</li> </ul>
<b>South Quad Teaching Block 102</b> 1 <sup>st</sup> floor	18	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul> <li>Stackable chairs</li> <li>Limited tables</li> <li>Whiteboard</li> <li>Not wheelchair accessible</li> </ul>
<b>South Quad Teaching Block 103</b> 1 <sup>st</sup> floor	18	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul> <li>Stackable chairs</li> <li>Limited tables</li> <li>Whiteboard</li> <li>Not wheelchair accessible</li> </ul>

<b>Chadwick Building Go7</b> Ground floor, South East Entrance	58	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>Tables</li><li>Whiteboard</li></ul>
<b>Chadwick Building Go8</b> Ground floor, South East Entrance	80	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>Tables</li><li>Whiteboard</li></ul>
<b>Chadwick Building 1.02A/B</b> Ground floor, South East Entrance	31	Carpet	PC, TV screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul><li>Stackable chairs</li><li>Tables</li><li>Whiteboard</li></ul>