

## Club and Society Room Bookings

- Clubs and societies can request a [‘block booking’ \(regular booking\) through our online webform](#). 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 [ad-hoc room booking request form online](#).
- 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 [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk) 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 [UCL Estates Room Bookings Department](#) through [MyServices](#) for more information.
- If you require additional bookings, club and society presidents will be able to make these through [CMISGo](#) once you have access.
- You can refer to [UCL Campus Maps](#) 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
<b>Bloomsbury Theatre Conference Room</b> 2 <sup>nd</sup> floor	70	Carpet	PC, projector and screen	10.00am – 10.00pm Monday to Friday 11.00am – 7.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>Upright piano</li> <li>Fold up chairs</li> <li>Fold up tables</li> <li>Whiteboard</li> </ul>
<b>Bloomsbury Theatre Rehearsal Room</b> 1 <sup>st</sup> floor	54	Wood	PC, projector and screen	Arts Priority Space 10.00am – 10.00pm Monday to Friday 11.00am – 7.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>Mirrored wall with barre</li> <li>Upright piano</li> <li>Fold up chairs</li> <li>Fold up tables</li> <li>Whiteboard</li> </ul>
<b>Bloomsbury Theatre 204</b> 2 <sup>nd</sup> floor	15	Carpet	TV screen	10.00am – 10.00pm Monday to Friday 11.00am – 7.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>Upright piano</li> <li>Fold up chairs</li> <li>Fold up tables</li> <li>Whiteboard</li> </ul>
<b>Lewis Building Dance Studio</b> 1 <sup>st</sup> floor	30	Wood	Stereo system	Arts Priority Space 10.00am – 10.00pm Monday to Friday	<ul style="list-style-type: none"> <li>Mirrored wall with barre</li> <li>Upright piano</li> </ul>
<b>Lewis Building 105</b> 1 <sup>st</sup> floor	25	Carpet	TV screen	10.00am – 10.00pm Monday to Friday	<ul style="list-style-type: none"> <li>Limited tables and chairs</li> </ul>
<b>Lewis Building 206</b> 2 <sup>nd</sup> floor	50	Carpet	None	10.00am – 10.00pm Monday to Friday	<ul style="list-style-type: none"> <li>'L' shaped space</li> <li>Limited stackable chairs</li> </ul>
<b>Jeremy Bentham Room</b> Wilkins Building	50* *Strict reduced capacity due to building works and fire safety	Wood	PC, projector and screen	3.00pm – 9.00pm Monday, Wednesday and Friday only 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>Stackable chairs</li> <li>Tables</li> <li>Whiteboard</li> </ul>
<b>Garden Room</b> Wilkins Building, South Cloisters	50	Carpet	TV screen	6.00pm – 9.00pm Monday to Friday	<ul style="list-style-type: none"> <li>Stackable chairs</li> <li>Tables</li> </ul>
<b>Wilkins Terrace</b>	60* *Strict reduced capacity due to building works and fire safety	Paved Outdoor (Covered)	None	4.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>Outdoor space</li> <li>Sided marquee</li> <li>Heaters</li> </ul>
<b>IOE – 421 Nunn Hall</b> 20 Bedford Way	60	Wood	PC, projector and screen	6:00pm – 9:00pm Mondays 2:00pm – 9:00pm Wednesdays	<ul style="list-style-type: none"> <li>Stackable chairs</li> <li>Tables</li> </ul>

<b>IOE – 102 Punnet Hall</b> Formerly known as ‘Drama Studio’ 20 Bedford Way	80	Wood	PC, projector and screen	6.00pm – 9.00pm Monday to Sunday	<ul style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Tables</li> </ul>
<b>Christopher Ingold G21</b> Ground floor	70	Wood	PC, projector and screen	6.00pm – 9.00pm Monday to Friday	<ul style="list-style-type: none"> <li>▪ Open space (no tables or chairs)</li> <li>▪ Whiteboard</li> <li>▪ Not wheelchair accessible</li> </ul>
<b>Anatomy Building G04</b> Ground floor	82	Wood	PC, projector and screen	6.00pm – 9.00pm Monday to Friday	<ul style="list-style-type: none"> <li>▪ Open space (no tables or chairs)</li> <li>▪ Whiteboard</li> </ul>
<b>Anatomy Building B15</b> Basement	44	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Tables</li> <li>▪ Whiteboard</li> </ul>
<b>Darwin Building B05</b> Basement	40	Plastic	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Tables</li> <li>▪ Whiteboard</li> </ul>
<b>Darwin Building B15</b> Basement	40	Plastic	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Tables</li> <li>▪ Whiteboard</li> </ul>
<b>Room 01/02</b> 188 Tottenham Court Road	70	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>▪ Tables and chairs</li> <li>▪ Whiteboard</li> </ul>
<b>Room 03</b> 188 Tottenham Court Road	28	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>▪ Tables and chairs</li> <li>▪ Whiteboard</li> </ul>
<b>Room 04</b> 188 Tottenham Court Road	44	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>▪ Tables and chairs</li> <li>▪ Whiteboard</li> </ul>
<b>Room 05</b> 188 Tottenham Court Road	65	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <li>▪ Tables and chairs</li> <li>▪ Whiteboard</li> </ul>

<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 style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Tables</li> <li>▪ Whiteboard</li> </ul>
<b>South Quad Teaching Block G01</b> Ground floor	48	Carpet	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Limited tables</li> <li>▪ Whiteboard</li> <li>▪ Not wheelchair accessible</li> </ul>

<b>Chadwick Building G07</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 style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Tables</li> <li>▪ Whiteboard</li> </ul>
<b>Chadwick Building G08</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 style="list-style-type: none"> <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 style="list-style-type: none"> <li>▪ Stackable chairs</li> <li>▪ Tables</li> <li>▪ Whiteboard</li> </ul>