

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 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
Bloomsbury Theatre Conference Room 2 nd 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"> Upright piano Fold up chairs Fold up tables Whiteboard
Bloomsbury Theatre Rehearsal Room 1 st floor	54	Wood	PC, projector and screen	10.00am – 10.00pm Monday to Friday 11.00am – 7.00pm Saturday to Sunday	<ul style="list-style-type: none"> Mirrored wall with barre Upright piano Fold up chairs Fold up tables Whiteboard
Bloomsbury Theatre 204 2 nd 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"> Upright piano Fold up chairs Fold up tables Whiteboard
Lewis Building Dance Studio 1 st floor	30	Wood	Stereo system	10.00am – 10.00pm Monday to Friday	<ul style="list-style-type: none"> Mirrored wall with barre Upright piano
Lewis Building 105 1 st floor	25	Carpet		10.00am – 10.00pm Monday to Friday	<ul style="list-style-type: none"> Open space (no tables or chairs)
Lewis Building 206 2 nd floor	50	Carpet		10.00am – 10.00pm Monday to Friday	<ul style="list-style-type: none"> ‘L’ shaped space Limited stackable chairs
IOE (20 Bedford Way) – Nunn Hall	60	Wood	PC, projector and screen		<ul style="list-style-type: none"> Stackable chairs Tables
IOE (20 Bedford Way) – Punnet Hall Formerly known as ‘Dance Studio’	80	Wood	PC, projector and screen		<ul style="list-style-type: none"> Stackable chairs Tables
Jeremy Bentham Room Wilkins Building	60* *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"> Stackable chairs Tables Whiteboard
Garden Room Wilkins Building, South Cloisters	50	Carpet	TV screen	6.00pm – 9.00pm Monday to Friday	<ul style="list-style-type: none"> Stackable chairs Tables
Wilkins Terrace	60* *Strict reduced capacity due to building works and fire safety	Paved Outdoor (Covered)		4.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> Outdoor space Sided marquee Heaters

Christopher Ingold G21 Ground floor	70	Wood	PC, projector and screen	6.00pm – 9.00pm Monday to Friday	<ul style="list-style-type: none"> ▪ Open space (no tables or chairs) ▪ Whiteboard ▪ Not wheelchair accessible
Anatomy Building Go4 Ground floor	82	Wood	PC, projector and screen	6.00pm – 9.00pm Monday to Friday	<ul style="list-style-type: none"> ▪ Open space (no tables or chairs) ▪ Whiteboard
Anatomy Building B15 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Darwin Building B05 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Darwin Building B15 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Foster Court 112/113 1 st 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard ▪ Moveable partition
Foster Court 114 1 st 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Foster Court 215 2 nd 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Foster Court 217 2 nd 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard

Foster Court 219 2 nd 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
South Quad Teaching Block G01 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"> ▪ Stackable chairs ▪ No tables ▪ Whiteboard
South Quad Teaching Block 101 1 st 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"> ▪ Stackable chairs ▪ Limited tables ▪ Whiteboard ▪ Not wheelchair accessible
South Quad Teaching Block 102 1 st 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"> ▪ Stackable chairs ▪ Limited tables ▪ Whiteboard ▪ Not wheelchair accessible
South Quad Teaching Block 103 1 st 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"> ▪ Stackable chairs ▪ Limited tables ▪ Whiteboard ▪ Not wheelchair accessible
Chadwick Building G07 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Chadwick Building G08 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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Chadwick Building 1.02A/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"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard