

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.
- 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 details of UCL spaces (Christopher Ingold, South Quad, Foster Court, Anatomy, Darwin, Chadwick & Wilkins Buildings), please contact the [UCL Estates Room Bookings Department](#) at roombookings@ucl.ac.uk for more information. For A/V support in UCL rooms, please contact av-support@ucl.ac.uk.
- If you require additional bookings, club and society presidents will be able to make these through the [UCL Estates Room Bookings system](#) 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	A/V Equipment	Availability	Equipment
Bloomsbury Theatre Conference Room 2 nd floor	70	Carpet	PC, projector and screen	10.00am – 9.00pm Monday to Friday 11.00am – 7.00pm Saturday	<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 – 9.00pm Monday to Friday 11.00am – 7.00pm Saturday	<ul style="list-style-type: none"> Mirrored wall with bar Upright piano Fold up chairs Fold up tables

Bloomsbury Theatre 204 2 nd floor	15	Carpet	TV screen	10.00am – 9.00pm Monday to Friday 11.00am – 7.00pm Saturday	<ul style="list-style-type: none"> Whiteboard Upright piano Fold up chairs Fold up tables Whiteboard
Lewis Building Dance Studio 1 st floor	30	Wood	Stereo system, screen	10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> Mirrored wall with bar Upright piano
Lewis Building 105 1 st floor	25	Carpet		10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> Stackable chairs
Lewis Building 206 2 nd floor	50	Carpet		10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> ‘L’ shaped space Limited stackable chairs
Jeremy Bentham Room Wilkins Building	110	Wood	PC, projector and screen	6.00pm – 9.00pm Monday and Wednesday 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		7.00pm – 9.00pm Monday to Friday	<ul style="list-style-type: none"> Stackable chairs Tables
Christopher Ingold G21 Ground floor	70	Wood	PC, projector and screen	6.30pm – 9.00pm Tuesday to Friday	<ul style="list-style-type: none"> Open space (no tables or chairs) Whiteboard Not wheelchair accessible
Anatomy Building G04 Ground floor	82	Wood	PC, projector and screen	6.30pm – 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	<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	<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	<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	<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	<ul style="list-style-type: none"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
South Quadrangle Teaching Block G01 Ground floor	48	Carpet		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 Quadrangle 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 Quadrangle 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 Quadrangle 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 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