

## **BOOKING MEETING ROOMS**

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### **TO BOOK A COLLEGE MEETING ROOM OR LECTURE THEATRE**

- See which room you'd like & check availability online at <https://roombooking-current.ucl.ac.uk/Web/Timetable>
- Then email your Volunteering Service contact and they will book room for you.
- Please state:
  - Dates
  - Start and finish times
  - Number of people
  - If you need a lecture theatre or meeting room
  - If you need projectors or other equipment
  - Any alternative if the date you'd like is not available

Please do not contact UCL Room Bookings directly - they will only refer you back to the Volunteering Service, causing a delay. If you do see a room which suits your needs, email the details to your Volunteering Service contact, who will process your request.

Please allow at least two weeks for us to process your room booking request.

### **TO BOOK A ROOM IN THE BLOOMSBURY & LEWIS'S BUILDING**

- Email details to your Volunteering Service Contact - we will then liaise with Clubs & Societies Centre.
- Note that rooms in The Bloomsbury and Lewis's Buildings are in high demand and use by Clubs and Societies is prioritised.

### **ORGANISING REGULAR MEETINGS FOR YOUR VOLUNTEERING PROJECT VOLUNTEER TEAM**

You should try to have your regular activities arranged well in advance so you can publicise them effectively and to allow more time to plan one off events throughout the year. It also means you are more likely to get good turnout as it gives your volunteers' a chance to plan their week around your regular events