**Room Booking Form**

**All Room Booking forms need to be given in to the SU reception, or sent to** **SU.StudentGroups@uwl.ac.uk** **and CC in** **Sharo.Draey@uwl.ac.uk**

**Or please send to:** **Alexander.Lavall@uwl.ac.uk** **or** **Jessica.smith2@uwl.ac.uk**

They can then be processed by the student activities department staff. Room bookings should be made **no later than 7 working days in advance** of the date required so that the office can secure appropriate rooms and space for your group. Any bookings made less than 7 working days in advance cannot be guaranteed a booking.

If you have any questions regarding this form or how to book a room then please email or speak to the student activities team in the students’ union.

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| **Student Group Name:**Please write the name of your club or society**Contact Email for the Society Member:** |  |

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| --- | --- |
| **Activity:**What activity will be taking place in the room |  |

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| --- | --- |
| **Extra equipment needed?**Chairs / tables / extra facilities |  |

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| --- | --- |
| **Room Required:**Please state your top 3 choices for a room you would like, if you have no preference write N/A.Please let us know if you need seating, desks, and access to screens, internet, electricity or computers. | *1.**2.**3.* |
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| **Date of meeting:**Day and date you want the meeting on |  |

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| --- | --- | --- | --- |
| **Start Time:**Time booking will start |  | **End Time:**Time booking will end |  |

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| --- | --- |
| **Any External Visitors?**Dance teachers / workshop leaders / external non students |  |

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| --- | --- |
| **Approx. Attendance**How many people do you expect to attend this booking |  |

|  |  |
| --- | --- |
| **Would you like this room to be block-booked for the semester?**If so, put the start date and end date of the block booking.ONE SEMEMSTER AT A TIME. Also put an alternative room if your first choice isn’t available every week.  |  |

**Lawrence Hall**

Lawrence Hall is a premium space with limited availability, it often needs to be booked months in advance if you wish to hold an event on a certain date, so please bear this in mind.