**Room Booking Form**

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

**Or please send to:** [**Alexander.Lavall@uwl.ac.uk**](mailto:Alexander.Lavall@uwl.ac.uk) **or** [**Jessica.smith2@uwl.ac.uk**](mailto: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 |  |

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

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

|  |  |
| --- | --- |
| **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.