

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 by presidents 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, Chadwick, South Quad, Main Quad, Wilkins Building), 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.
- Please note, the details below show reduced capacities to ensure compliance with Covid-19 regulations.
- 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	60	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	50	Wood	PC, projector and screen	10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> Mirrored wall with bar Upright piano

				11.00am – 7.00pm Saturday	<ul style="list-style-type: none"> ▪ Fold up chairs ▪ Fold up tables ▪ Whiteboard
Bloomsbury Theatre 204 2 nd floor	12	Carpet	TV 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
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 104 1 st floor	8	Carpet		10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> ▪ Stackable chairs ▪ Tables
Lewis Building 105 1 st floor	20	Carpet		10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> ▪ Open space (no tables or chairs)
Lewis Building 204 2 nd floor	20	Wood		10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> ▪ Open space (no tables or chairs)
Lewis Building 206 2 nd floor	40	Carpet		10.00am – 9.00pm Monday to Friday	<ul style="list-style-type: none"> ▪ ‘L’ shaped space ▪ Limited stackable chairs
Christopher Ingold G21 Lecture Theatre Ground floor	70	Wood	PC, projector and screen	6.00pm – 9.00pm Monday to Friday 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> ▪ Open space (no tables or chairs) ▪ Whiteboard ▪ Not wheelchair accessible
Chadwick Go7 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 Go8 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
Jeremy Bentham Room Wilkins Building	90	Wood	PC, projector and screen	1.00pm – 9.00pm Wednesday only 9.00am – 9.00pm Saturday to Sunday	<ul style="list-style-type: none"> ▪ Stackable chairs ▪ Tables ▪ Whiteboard
Haldane Room Wilkins Building, North Cloisters	60	Carpet	PC, projector and screen	10.00am – 9.00pm Monday to Sunday	<ul style="list-style-type: none"> ▪ Stackable chairs ▪ Tables
Garden Room Wilkins Building, South Cloisters	50	Carpet		10.00am – 9.00pm Monday to Sunday	<ul style="list-style-type: none"> ▪ Stackable chairs ▪ Tables

South Quadrangle Teaching Block G01 Ground floor	90	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 Quadrangle Teaching Block 101 1 st floor	20	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	20	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	20	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
Main Quadrangle Pop Up 101 1 st floor	90	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 ▪ Not wheelchair accessible
Main Quadrangle Pop Up G01 Ground floor	90	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
Main Quadrangle Pop Up 102 1 st floor	45	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 ▪ Not wheelchair accessible
Main Quadrangle Pop Up G02 Ground floor	45	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