

## **KCLSU Room Bookings FAQ**

### **Q: How do I book a KCLSU room?**

A: You need to be a committee member in a Student Activity Groups, Sports Clubs, KCLSU Campaign group or Association.

to book these rooms. Login into the KCLSU website and visit [www.kclsu.org/getinvolved/bookaroom/](http://www.kclsu.org/getinvolved/bookaroom/) Every Student Group will have a login user name and password for the KCLSU Meeting room booking system. Which will be sent to you by a KCLSU member of staff responsible for your area of membership. You just need to login and complete the KCLSU booking form after reading the terms and conditions carefully.

### **Q: Where can I find my KCLSU room bookings login?**

A: To book a KCLSU room you will be asked for a username and password, if you don't know your group's username and password please contact [hello@kclsu.org](mailto:hello@kclsu.org).

### **Q: How do I book a classroom/lecture theatre (college room)?**

A: [www.kclsu.org/getinvolved/bookaroom/](http://www.kclsu.org/getinvolved/bookaroom/) Booking a kings room takes 3 working days. After completion the forms will be processed and you will receive booking confirmation via e-mail. You need to be a committee member in a society or sports club to book these rooms.

### **Q: When can I advertise my event?**

A: You can advertise your event only once a booking has been confirmed by KCLSU and KCL.

### **Q: What are block bookings? And when can I block book KCLSU rooms?**

A: KCLSU will send out an email prior to every term for Student Activity Groups, Sports Clubs, KCLSU Campaign groups or Associations to request their block bookings. The block bookings refer to bookings a group will need on a weekly basis, for example the Dance Society may hold a weekly dance class every Friday evening from 17:00-19:00 in Activity Room 1, they would therefore block book Activity Room 1 every Friday at 17:00-19:00. These block bookings are done on a term by term basis so look out for the email prior to the start of each term.

All student groups are eligible to make an application for block bookings. All applications are dealt with on a case by case basis. Criteria include: need of student group (events coming up in term e.g. competitions), supporting statement, past use and judgement.

### **Q: What do I need to consider when booking an event with an External Speaker?**

A: Firstly you must read KCLSU's External Speakers Policy. When booking a room with an External Speaker you must book the room no later than 15 working days before the date of the event. All External Speakers are vetted by KCL and KCLSU. The External Speaker must be stated at the point of booking the room and not after the room is confirmed. Provide as much information as possible with regards to your External Speaker. Some additional cost may occur with high profile External Speakers. The Student Group will absorb this cost and not KCLSU.

### **Q: Can we borrow audio visual equipment for our Student Groups meeting?**

A: When using college rooms you can state your audio visual requirements at the point of booking the room. With KCLSU rooms at Guys Campus and Bush House you will be given AV equipment at the point you exchange ID for an Access card.

### **Q: Can a group store equipment in an Activity room?**

A: No, at the point of purchase a suitable location needs to be identified to store the group's equipment. Should you need further assistance please contact the Hubs team at [Hello@kclsu.org](mailto>Hello@kclsu.org)

### **Q: What KCLSU rooms are available for Student Groups to book?**

A:

#### Guys Campus

Room	Capacity	Furniture	Audio Visual Equipment	Additional Notes
Activity Room 1	60	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with Mirror and Sprung floor / Dance barre
Activity Room 2	30	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with resin flooring
Activity Room 3	30	Chairs with built in tables	Projector and screen – AV tower	Physical activity space with resin flooring
Activity Room 4	77	Chairs with built in tables	Projector and screen – AV tower	Physical activity space with sprung flooring
Activity Room 5	30	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with sprung flooring
Meeting Room 1	10	Tables and Chairs	Wall mounted TV	
Meeting Room 2	12	Tables and Chairs	Wall mounted TV	
Meeting Room 3	12	Tables and Chairs	Wall mounted TV	Not bookable when spit bookable when spit is bookable
The Spit	75 (maximum capacity)	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Be aware of noise from Guy's bar transient noise.

Bush House

Room	Capacity	Furniture	Audio Visual Equipment	Additional Notes
KCLSU Lobby	80	Tables and Chairs	Integrated sound system	
The Studio	100	Tables and Chairs	Projector and screen – Wall mounted AV Panel Surround sound stereo	Physical activity space with Mirror and Sprung floor / Dance barre
Activity Room A	50	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with resin flooring
Lower loft	80	Tables and Chairs	Integrated sound system	
Upper loft	80	Tables and Chairs	Integrated sound system Projector and screen – Wall mounted AV Panel	Conference set up available
Meeting room A	4	Tables and Chairs	Wall mounted TV	
Meeting room B	3	Tables and Chairs	Wall mounted TV	
Meeting room C	3	Tables and Chairs	Wall mounted TV	
Activity Room B	25	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with resin flooring
Activity Room C	50	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with resin flooring
Activity Room D	50	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with resin flooring
Activity Room E	25	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with resin flooring
Activity Room F	45	Tables and Chairs	Projector and screen – Wall mounted AV Panel	Physical activity space with resin flooring