

UNIVERSITY ROOM BOOKING REQUEST FORM

Please note:

There are no rooms available within the University after 5.00pm on Fridays as the University is closed.

Club/Society Name:	
Your Name	
Mobile No:	
Email:	
Date Required:	
Time From:	
Time To:	
How many people will be attending/	
Do you require the use of any equipment?	YES/NO
If yes, please give details below:	

Office use only:

Room Allocated by University:

Please hand this form to the Student Activities Co-ordinator or the Students' Reception.

You will receive confirmation either by email or telephone.