

BOOKING A ROOM STUDENT-LED VOLUNTEERING PROGRAMME

ORGANISING REGULAR MEETINGS FOR YOUR VOLUNTEER TEAM

You should try to have your regular activities arranged well in advance so you can publicise them effectively and to allow more time to plan one-off events throughout the year. It also means you are more likely to get good turnout as it gives your volunteers' a chance to plan their week around your regular events

TO BOOK A COLLEGE MEETING ROOM OR LECTURE THEATRE

- Email slvpadmin@ucl.ac.uk stating:-
 - Dates
 - Start and finish times
 - Number of attendees
 - If you need a lecture theatre or meeting room
 - If you need projectors or other equipment
 - Any alternative if the date you'd like is not available
 - Details of preferred room (if known)
- We will book a room for you and email you the booking confirmation

Please allow at least two weeks for us to process your room booking request.

Please do not contact UCL Room Bookings directly - they will only refer you back to the Volunteering Service, causing a delay.

TO BOOK A ROOM IN THE BLOOMSBURY & LEWIS'S BUILDING

- Email details to slvpadmin@ucl.ac.uk - we will then liaise with the Clubs & Societies Centre.
- Note that rooms in The Bloomsbury and Lewis's Buildings are in high demand and use by Clubs and Societies is prioritised.