

## Booking a space for your society

Your Societies need suitable spaces and places to meet up, to enjoy your activities and to plan more. As a society you can access a range of different spaces in the University through Your SU Activities and Opportunities Team.

Email your requirements to [yoursocieties@sunderland.acuk](mailto:yoursocieties@sunderland.acuk) and we'll do the rest...

Include the following information:

- Society name.
- Date and time required?
- Location (which campus / building etc.)?
- Details about the type of space you'd like - if you know the room number please include this though we cannot guarantee any rooms until the booking is confirmed.
- How many people need to be accommodated?
- Do you need any equipment?
- Do you require the booking to have a regular frequency – if yes please tell us your requirements?

Please make your request with as much notice as possible. It may not be possible for us to confirm rooms without around 5 working days' notice.

The Activities and Opportunities Team will arrange this with the University through [central.bookings@sunderland.ac.uk](mailto:central.bookings@sunderland.ac.uk) and contact you with the booking details or an appropriate update.

Across the University there are a wide range of social spaces that groups can use to meet up in. If you want to make any special arrangements to use these please contact the Activities and Opportunities Team.

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Beyond the University Campuses we are working across the city to identify spaces and places for Your Societies to use.

If you know of any opportunities for space please let us know.

**Please note:** Your Societies processes have been developed to be safe, legal and easy to follow but sometimes things happen that fall outside of standard procedure. Please contact the Activities and Opportunities Team for support and guidance when this occurs. We are here to help.