



How to book a room

Our group would like to undertake an activity. How do I book a room?
That's easy!

Firstly, complete the form found [HERE](#)

You will be asked to select a room from the list given. You may also book a university room. Please take into consideration your requirements for the room you wish to book, such as facilities available (will you need a mirror/stage/non-carpeted room/number of students in attendance).

You will also be asked to attach a risk assessment form, specific to your activity, an external speaker form (if appropriate) and a food hygiene certificate (if applicable).

Risk Assessment Template

External Speaker Form

You will receive a calendar invitation or email confirming your room booking with instructions on it regarding any access arrangements.

Please note that rooms will only be booked for group activities. On some occasion a reoccurrence booking might be cancelled due to prebooked large events, your groups will be notified.

If you have any further question, please pop in to see the opportunities team or email opportunities@undebbangor.com