**St Mary’s University**

**Student Room Booking Form**

Please give at least **48 hours' notice** prior to the requested start date. We encourage bookings to be made outside normal teaching hours where possible as availability is very limited.

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Your details

Student name:

Student Regnum:

University email address: \*

Contact telephone number: \*

Event information

Date: \*

Start time: \*                       

Duration: \*      

Number of attendees:

Title of Event:

Event summary (what is the booking for):

Society

Society name:

Elected position:

Any members of the public?:YesNo

Any external speakers?:YesNo

Speaker’s organisation/occupation:

Subject of speakers talk:

Room Information

Room layout: Tiered/Boardroom/Groupwork      

Room preference:

Other information

Any additional information required:

Please make sure to read the University’s Room Booking Term & Conditions on the main room booking page

I agree that my event will not conflict with the University's room booking Terms & Conditions \*

Catering to be supplied: must be booked via [Campus Catering](https://staffnet.stmarys.ac.uk/services-departments/Catering/Pages/default.aspx): catering@stmarys.ac.uk

