

# SHU Society Room Booking Guide


*Your go-to guide for finding the perfect space on campus!*

## How to Book a Room

### For Individual Students


Want to book a room for study, group work, or a small project?

✓ You can book **rooms with a capacity of 20 or fewer** using **Resource Booker**.

 Click here to book your space

### For Student Societies (Social & Academic)


Running a society event or meeting?

 Use the **Student Society Members – Rooms** booking window on [Resource Booker](#) which is open and available to Society Presidents and Secretaries.

 Questions? Email: [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk)

### For All Other Events

Planning something big or unique?

 Contact the **Society Team** at [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk)

 Follow the [Societies Event Process](#) for Society Events on Campus. Questions? Email: [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk)

## When Are Rooms Available?

### During Term Time (Semesters 1 & 2)

**2025/26 Academic Year –**

**Semester 1 - 15 September 2025 – 12 December 2025**

**Semester 2 – 19 January 2026 – 27 March 2026 and 13 April 2026 – 24 April 2026**

- **Classrooms & IT Rooms:** Bookable during university / building opening hours.
- **Lecture Theatres:**
  - Only available for **society bookings**. These can be booked via the Societies Team on [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk) within building opening hours.

- If your event has **more than 70 people**, you will need approval from **Societies team before confirming dates**. These will be booked in via the team on [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk)

## Outside Term Time

Any date the University is open outside of Semester 1 and Semester 2 dates

- **Classrooms & IT Rooms:**
  - Available **Monday to Friday, 9am – 5pm**.
- **Lecture Theatres:**
  - Society bookings only, **Monday to Friday, 9am – 5pm**. These can be booked via the Societies Team on [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk)
  - Events over 70 people? Get the green light from **Societies team before confirming dates**. These will be booked in via the team on [activitiesadmin@shu.ac.uk](mailto:activitiesadmin@shu.ac.uk)
  - If you booking is outside of normal building opening hours, then there would be an additional cost which you will be advised of by the Society Team.


## Choosing the Right Space

 Doing arts & crafts?

 Book a room with **vinyl flooring** and **a sink** if possible!

 Need tech?

Make sure you book an **IT room**.

 Not sure what space suits your activity? Speak with the Society Team in the first instance who can advise further.