School of Management - student room booking process

Students can book rooms within the Moore Complex during term time for a period of 1-2 hours: Monday to Friday, for group work purposes. **Bookings are subject to availability as teaching bookings will take priority.**

Student Room Booking Form

Please complete the below form and email your request to Teresa Slark – [Teresa.Slark@royalholloway.ac.uk](mailto:Teresa.Slark@royalholloway.ac.uk) or Kayleigh Cottrell – [Kayleigh.Cottrell@royalholloway.ac.uk](mailto:Kayleigh.Cottrell@royalholloway.ac.uk) ensuring you allow at least two working days’ notice for your request to be processed.

Please remember that **you must use your RHUL College email** in all correspondence with the School.

|  |  |
| --- | --- |
| Your full name |  |
| College Number |  |
| Day |  |
| Date |  |
| Start time  (whole hours only) |  |
| Finish time  (whole hours only) |  |
| Number of people  attending |  |
| Reason for meeting |  |