The SU Little Room – Community Space

To support UPSU student groups and communities we have turned The Little Room in the SU into an exclusive bookable space for you to use for connecting with your members and to connect with others face to face in a Covid Secure venue.

About the space

- The space can accommodate 18 people seated with safe social distancing in place, this includes all attendees and organisers.
- The space can be booked in 2 or 3 hour slots throughout the week - there will be a gap between users to prevent crossover and enable cleaning
  - Monday-Friday (9am-9.30pm)
  - Weekend (12pm-9.30pm)
  (No block bookings permitted)
- There are hand sanitising stations located at the entrance and exit to the space
- There is a one-way system of entry and exit into the space through the SU.
- There is seating and tables provided in the space
- A large screen with projector is available.
- HDMI connection to laptops is available.

Rules of use:

- Social distancing must be adhered at all times
- The space and furniture should be set up by your student group as per your risk assessment.
- Student Groups should have a maximum group size of 6. The space can accommodate 18 people in total (3 groups).
- You must follow UPSU Student Group Covid 19 Guidance www.upsu.com/guidance/ and relevant Government Guidance
- No alcohol can be consumed in the space – no drinks can be ordered from the SU Bar
- The event must be submitted via the Activities module along with a Risk Assessment which will have to be approved by SU staff before it can go ahead
- Pre-booking for attendees is compulsory – students/members cannot just drop in.
- All attendees will need to register on entering the SU building NHS Test and Trace
- If you wish to have your own none alcoholic refreshments this needs to be organised by your student group.
- No events will be permitted or continue to take place if it results in participants having to raise their voice/shout

Recommended use:

You can host:	You can't host:
Activities that are socially distanced following government guidance: • Networking events • Quizzes • Demos • Talks • Film nights	• Host drinking related events • Parties • Karaoke • Loud events that cause shouting / singing • Drop ins

How to book:

• Submit Room Booking request through the Activity Module along with a Risk Assessment if applicable. Then the relevant department will book your space for you.

Plan of space