# Room Booking System

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| **Rooms within Arthur Lewis Building** | **Floor:** | **Capacity:** | **To book a meeting room go to:** |
| Student common room | Ground | 30 [more informal setting, would need extra desks to cater for more] | Email [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk). |
| G16 | Ground | 19 | Resource Booker Online |
| G17 | Ground | 13 |
| G18 | Ground | 12 | Email School of Social Sciences (SOSS) for enquiries, including date and time: [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) |
| G19 | Ground | 30 |
| G20/21 | Ground | max capacity 30 |
| G30/31 (Capacity: 15x each room | Ground | 30  (15x each room) | G.30/31 belongs to CMI and can be booked via [cmist@manchester.ac.uk](mailto:cmist@manchester.ac.uk) |
| G35/36 | Ground | 25 | Resource Booker Online |
| Nile | 1st | 12-14 |
| Amazon | 1st | 6-8 |
| Ganges | 1st | 12-14 | Resource Booker Online |
| Danube | 2nd | 10-12 | Resource Booker Online |
| Congo | 2nd | 10-12 | Resource Booker Online |
| Board room-2.016/017 | 2nd | Approx. 60  (30x each room) | Email School of Social Sciences (SOSS) for enquiries, including date and time: [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) –\*Book/enquire as early as possible as this room gets booked up quickly. |
| 2.066 | 2nd | 12 | Email School of Social Sciences (SOSS) for enquiries, including date and time: [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) |
| 3.008 | 3rd | 12 |
| 3.040 | 3rd | 12 |
| 3.056 | 3rd | 12 |
| 3.077 | 3rd | 12 |
| 4.050 | 4th | 12 |
| **Rooms within Humanities Bridgeford Street** | **Floor:** | **Capacity** | **To book a meeting room go to:** |
| HBS Café | G | 50 | Resource Booker Online |
| HBS Quad | G | 50 | Resource Booker Online |
| HBS Café/Quad | G | 100 | Resource Booker Online |
| HBS Foyer | G | 50 | [Cts@manchester.ac.uk](mailto:Cts@manchester.ac.uk) |
| 1.27 | 1st | 12-14 | Outside the meeting room |
| 1.69/70 | 1st | 60 | Resource Booker Online |
| 2.53 | 2nd | 20 | Email [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk). NB: Room is windowless and sometimes needs swipecard to access |

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| **Rooms within Williamson Building** | **Floor:** | **Capacity:** | **To book a meeting room go to:** |
| 3.10 (Seminar/teaching room) | 3rd | 22 | Book via [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) |
| 3.12 (Moot Room) | 3rd | tbc | Book via [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) |
| 3.53 | 3rd | 12 | Book via [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) |
| 4.07 (Seminar/teaching room) | 4th | 27 | Book via [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) |
| 4.08 (Seminar/teaching room) | 4th | 44 | Book via [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) |

NB: If you do not have access to rooms in ALB and HBS on Resource Booker please contact [SEEDEstates@manchester.ac.uk](mailto:SEEDEstates@manchester.ac.uk) and to request this

## Using Resource Booker

* You will need to request access to book meeting rooms in Arthur Lewis Building and Humanities Bridgeford Street on Resource Booker. This can be requested via [SEEDEstates@manchester.ac.uk](mailto:SEEDEstates@manchester.ac.uk) or contact your departmental adminstrator.

Resource Booker at the University of Manchester Resource Booker is the online tool to request space across the University of Manchester. Users will see different booking tiles, depending on what they have permission to. For example, all staff will have access to request and make bookings in central meeting and teaching rooms and the IT Services central PC clusters. You may also see additional tiles for local spaces as these are added to Resource Booker, for example DSE Desk Sharing for DSE staff or SALC Music/Drama/Film Practice Rooms for the relevant students in that area.

To access Resource Booker go to [resourcebooker.manchester.ac.uk](file:///C:\Users\k35822hl\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\Z1J3GWHI\resourcebooker.manchester.ac.uk) in any internet browser

* **For a step by step guide on using resource booker please click here :** [**Resource Booker Guide**](https://documents.manchester.ac.uk/display.aspx?DocID=38526)
* **Please note, any requests or changes for teaching bookings should be made direct through your School Timetabler. If you are unsure please contact** **the team who will be happy to identify your contact.**
* **You can find out more information about our rooms, including pictures, on**[**our room catalogue**](https://www.estates.manchester.ac.uk/services/centralteachingspaces/ourservices/roomcatalogue/)**.**
* **If you wish to book space for a conference or commercial event please contact**[**The Conferences and Venues**](http://www.conference.manchester.ac.uk/)**Sales Team on 64100 (internal), 0161 306 4100 (external) or**[**conference@manchester.ac.uk**](mailto:conference@manchester.ac.uk)**.**
* **If you have any other queries please e-mail the**[**Central Teaching Spaces team**](mailto:cts@manchester.ac.uk)**or by telephone on 57305 (internal) or 0161 275 7305 (external).**

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