

Room Booking Guidance

Welcome to Greenwich Students' Union (GSU) room booking guidance. Dreadnought is a newly refurbished building and the below rooms are run by GSU with some rooms also on the University of Greenwich booking system. The rooms were named by University students after GSU conducted a poll as to what the rooms should be called.

Emergency contacts

If there is an issue with the meeting room please contact the Welcome Desk immediately on the below number.

If there is an IT issue, you can contact the IT service desk, as well as the Welcome Desk.

If there is an issue with the room itself, in terms of broken window or damage that is within the building walls, please contact the Estates team, specifically Facilities Management.

Welcome Desk	-	0208 331 7629
IT Services	-	0208 331 7555
Facilities Man	-	0208 331 7701
Security	-	0208 331 7616

Check-in/out instructions

If you've booked a room please check in with the Welcome Desk upon arrival, so they know you have arrived and can give you the key for the room.

Once you have finished in the meeting room, please report back to the Welcome Desk to return the key and any other items that you may have borrowed.

Room details



Board Room (MR 015/ 024/ 025)

This room is the largest of GSU's meeting rooms and can also be split into three separate meeting rooms. Details of the capacities are detailed below.

Board Room
Capacity style:
Seated – 40
Lecture – 60

OR MR025
Capacity style:
Seated – 18
Lecture – 25

OR MR024
Capacity style:
Seated – 12
Lecture – 20

OR MR015
Capacity style:
Seated – 10
Lecture - 15



Meeting Room 018

This room is the second largest of GSU's meeting rooms.

Meeting Room

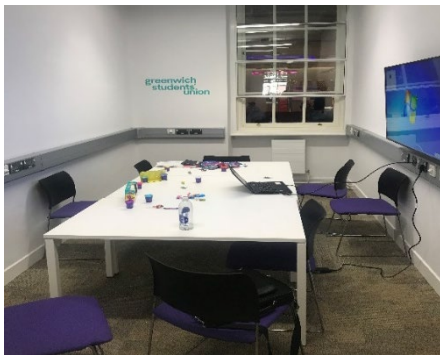
Capacity style:

Seated – 8 (due to the allocated tables)

Lecture – 15

Student Group Rooms

There are three rooms specifically for student groups to utilise. All three of the rooms are the same size and have the same capacity. Please see below.

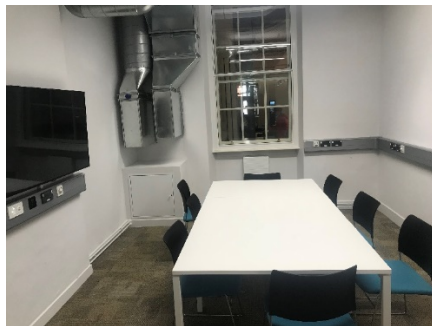


Student Group MR019a

Capacity style:

Seated – 8

Lecture – 15



Student Group MR019b

Capacity style:

Seated – 8

Lecture – 15



Student Group MR022

Capacity style:

Seated – 8

Lecture – 15

Do's and Do not's

Do accommodate to suit your needs

All the meeting rooms have stackable chairs and flip top tables. If you need to move all the furniture you can but please ask the Welcome Desk to help you with this if it is your first time.

Do put the room back how you found it

It is likely that the room is booked following your meeting so please put the room back to how you found it.

Do request catering in advance if needed

The catering options are detailed in the next section but if you do order catering. Please put any rubbish in the bin and tidy up as best you can.

Do help yourself

Feel free to help yourself to table and chairs from other meetings rooms but ensure you check with the Welcome Desk first, as they may be needed for a meeting in that room. Also put them back when you are finished using them.

Catering

You can order catering when initially booking the room via the Welcome Desk or your first point of contact when booking the room.

Refreshments such as tea, coffee and water will come from Change Coffee and therefore you can order specific coffees.

Any food orders will be done through the canteen (Baxter Story) and the catering menu will be sent to you via the Welcome Desk or your first point of contact when booking.

There will be a charge for any catering options. Therefore, for smaller bookings GSU do not mind if you would like to bring in your own food. However, you need to make sure the room is left in the same state it was found.

Local recommendations

If there are no meeting rooms free and you do not require the specific tech in these rooms, GSU would like to recommend the Lower Deck for a more casual setting and working lunches. You can also use the GSU areas in the Atrium, as the furniture in these areas is also casual for less formal meetings.