



Room Bookings



SU Meeting Rooms

3A



7x7 metres with AV, mirrors
and a hard floor

3B



Boardroom with AV

3E, F & G



9x5 metres with AV, carpeted
flooring and no mirror

Capacity depends on activity

SU Studio Spaces

3A



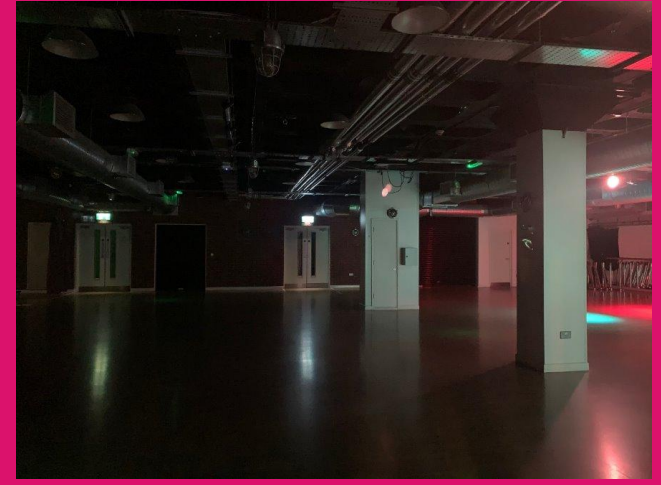
7x7 metres with AV, mirrors and a hard floor

3C & D



Both 11x8 metres with AV, mirrors and hard floor

Y Stiwdio



21x16 metres with mirrors and pillars

3C/D- combined space available Wednesdays, Fridays and Weekends

SU Regular Room Bookings

Regular room bookings will be allocated on a semesterly basis. You will receive a request form before the beginning of each semester- so keep an eye on your emails!

You must complete the form before the deadline to be considered.



Please be as detailed and flexible as possible.



If rooms are not being used, we will remove your bookings.



Room bookings are allocated on a needs/requirements basis- not first come first served.



We do not allocate regular bookings in semester 3!



We have over 250 groups, and a limited amount of space.



If you later decide you would like regular bookings- email us!

Room bookings are a privilege not a right.

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SU One-Off Room Bookings

In addition to regular room bookings, you are also able to request 'one-off' bookings throughout the year.



All groups will have a booking user with their club/society@cardiff.ac.uk email address.

Email your staff contact if you need a reset password link.



You can request one-off's yourself via the room booking system.

Provide a description of your booking.



You can only request 1 month in advance, and no later than 3 days ahead.

If you need a one-off booking outside of this, email your staff contact.



Each group is capped at a maximum hours per week on the system.

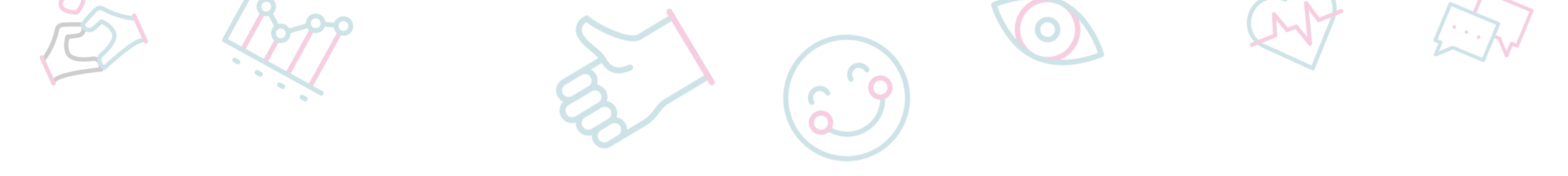
Email your staff contact if you are maxed out.



All requests are subject to approval. Keep an eye on the system to monitor this!

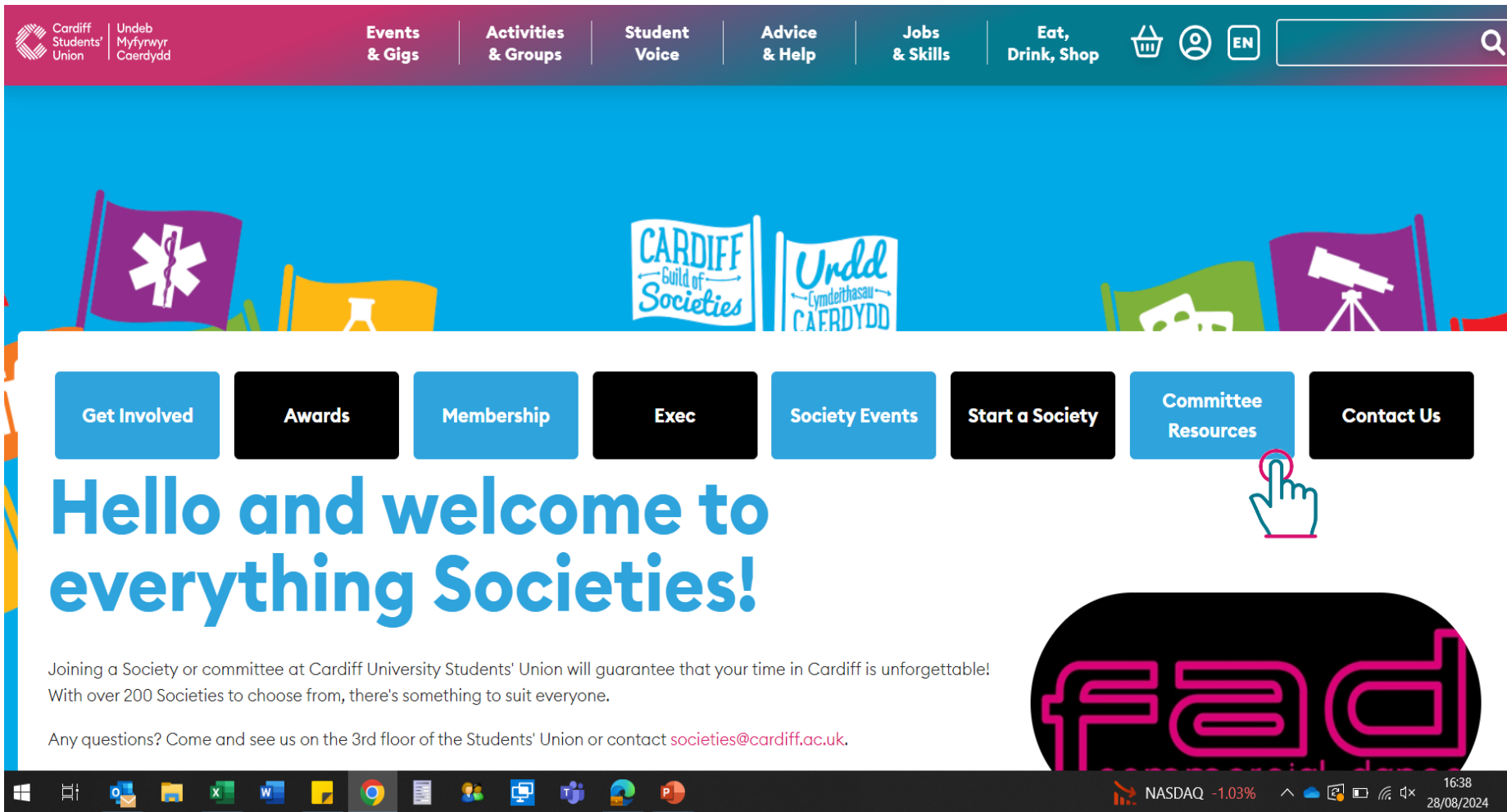
Check your spam for email notifications.

This is not how you book University Sport facilities- please email sportbookings@cardiff.ac.uk for this.



**Go to Committee
Resources!**





Head to the SU Room Bookings Section

The screenshot displays the Cardiff Students' Union website. At the top, a navigation bar includes the following links: Events & Gigs, Activities & Groups, Student Voice, Advice & Help, Jobs & Skills, and Eat, Drink, Shop. There are also icons for a shopping cart, a user profile, and a language selector set to 'EN'. A search bar is located on the right side of the navigation bar.

The main banner features a large image of a female athlete in a red and black jersey with the number 11, celebrating with her arms raised. Overlaid on this image is the text 'TEAM CARDIFF' in large, bold, white and red letters.

Below the banner, there is a row of four buttons: 'Get Involved' (red), 'Welsh Varsity' (dark grey), 'Committee Resources' (red), and 'Contact Us' (dark grey). A hand cursor icon is pointing at the 'Committee Resources' button.

Under the 'Get Involved' button, the heading 'THE ATHLETIC UNION' is displayed. Below this heading, the text reads: 'Welcome to the home of student sport at Cardiff University! We facilitate 70 student-led sports clubs and offer 5000+ students the opportunity to represent Cardiff regionally, nationally and beyond.' Another paragraph states: 'We primarily compete in BUCS (British Universities and Colleges Sport) whilst providing opportunities to compete at other prestigious competitions and events, both indoor and outdoor sports.'

Under the 'Committee Resources' button, the heading 'UPCOMING EVENTS' is displayed. Below this heading, two events are listed: 'Medics hockey GIAG' on '18th September' at 'Talybont', and 'Come Along and Try! (Every Weds & Sat)' on '25th September - 16th December'.

The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray displaying the time as 16:38 on 28/08/2024.

Head to the SU Room Bookings Section

Calendar

Day View

Week View

Bookings

Statistics

Helpdesk

My Account

Send Feedback

Help

Sign Out

Cardiff Students' Union

< September 2026 >

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Categories

Heath Park

Heath Park Rooms

Park Place

4th Floor

Commercial Venue

CUTV Equipment

Laptops

Meeting Rooms

Resources

Stalls

Xpress Radio

Booking Colours

My Bookings

Other Bookings

« Prev

Monday 14 September 2026

Next »

	eSports Suite	Meeting Room - 3A	Meeting Room - 3B	Meeting Room - 3C	Meeting Room - 3D	Meeting Room - 3E	Meeting Room - 3F	Meeting Room - 3G
09:00				TL Training User: R Jones	TL Training User: R Jones			
09:30								
10:00			Campaigns Catch-Up User: T Atvars					
10:30								
11:00								
11:30								
12:00								
12:30								
13:00			Meeting User: F Hewlett					
13:30								
14:00								
14:30								
15:00								
15:30								
16:00								
16:30								
17:00								
17:30								
18:00								
18:30								
19:00								
19:30								
20:00								
20:30								
21:00								
21:30		Closed	Closed					

Head to the Welcome Centre on the 2nd Floor of the SU to collect the key. Only committee members/registered coaches/instructors can collect keys.

‘Not Bookable’ means your account doesn’t have access to book this space.

September 2026							
M	T	W	T	F	S	S	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	

Monday 07 September 2026							
	1 - Great Hall Not Bookable	2 - Level 1 Centre Not Bookable	3 - Y Stiwidio	4 - Y Plas Not Bookable	5 - The Lodge Not Bookable	6 - The Food Court Not Bookable	7 - Globe Room Not Bookable
06:00	Closed			Closed	Closed	Closed	Closed
06:30							
07:00							
07:30							
08:00							
08:30							
09:00	Rafferty @ live nation User: G Gigs- LIVE MUSIC	Rafferty @ live nation User: G Gigs- LIVE MUSIC		PA Install User: T Ridge	PA Install User: T Ridge		
09:30							
10:00							
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11:00							
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14:00							
14:30							

University Room Bookings

A separate system operated by the University is used to request a selection of spaces across campus.

- Previously, affiliated groups have been able to request regular and one-off bookings in the Cathays campus. This is not something that is currently available for students directly through the system.
- The Activities Team does not currently have access to view or request these spaces.
- Email all requests in detail to your staff contact, and we will keep record of these for when our access is restored.
- Groups are advised to seek alternatives where possible, your staff contact can assist you here.

The team are working tirelessly to get you an update, we will be in touch as soon as we receive one. We thank you for your patience.

Terms of Use: SU & University Rooms

1

Leave all rooms as you found them.

2

Sign out and return key to security after all bookings. Do not give them to the next group.

3

No alcohol or hot food.

4

Listen to security.

5

You must tell us/delete bookings if you no longer need them.

[Head to Committee Resources for full terms.](#)

Any Questions?

You will find all of this information in the Committee Handbook, and on Committee Resources

Email Societies@cardiff.ac.uk or AthleticUnion@cardiff.ac.uk for more information.