

## School of Media, Arts and Humanities

### Spaces in Arts A, Arts B and Silverstone

(on the online booking systems unless shaded in grey)

#### Notes:

Please contact the Reception Team at [media-arts-humanities@sussex.ac.uk](mailto:media-arts-humanities@sussex.ac.uk):

- with any questions
- if you are booking a space out of hours and require set-up and tidy-up support
- if you would like to book one of our tea/coffee trolleys
- if you would like to order catering
- if you need to cancel a booking

If you are making a reoccurring booking please either input an end-date or let the Reception Team know when you no longer need the booking so that the space can be made available for other users.

\*The booking priority for the Resource Centre rooms is Languages teaching and ELAS workshops that can't be supported by timetabling. We reserve the right to cancel any bookings (with advance warning) to replace it with timetabled teaching or ELAS workshops. This will happen in the summer months for the coming academic year when the timetable is finalised. If you need to book these rooms out of hours, please let us know as soon as possible – we will need to be there to lock up.

### Details of the Spaces & Links to the Booking Calendars

Building	Room	Description	Capacity
<b>Large and Medium Meeting Rooms</b> ( <a href="#">Booking Calendar Link</a> )			
Arts A	A65	Medium size meeting room, tables on wheels, 1 desk with PC.	8
Arts A	A108	Large, airy room; has hybrid meeting equipment installed. PC in room for meetings and presenting, or you can plug in your own laptop. The room has a flexible layout – with the tables normally set out in a square.	35 formally, more informally
Arts A	A117	Medium size meeting room with table for 8, plus a sofa and some comfy chairs. Desk for occasional working. <b>Bookable by SLT only</b>	8-14
Arts A	A181	Medium size meeting room; has a projector and boardroom style layout.	10-12
Arts A, Resource Centre	Lab 2*	Computer Lab; for teaching and student study when available. Booking priority for Languages teaching that can't be supported by timetabling.	16
Arts A, Resource Centre,	Lab 3*	Student study and social space with various seating. Only bookable to expand capacity for bookings in Lab 4 by opening the room partition. For meetings, teaching and events.	30 (when with Lab 4)
Arts A, Resource Centre	Lab 4*	Large meeting room for meetings and teaching, with hybrid meeting facilities. Booking priority for Languages teaching that can't be supported by timetabling.	16-20 (30 when with Lab 4)
Arts B	B155	Large meeting room; boardroom style layout and projector.	16-20

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Small Meeting Rooms ( <a href="#">Booking Calendar Link</a> )			
Arts A	A66	Small meeting room; round meeting table.	4
Arts A	A67	Small meeting room for the Student Experience team to hold private meetings with students.	2-4
Arts B	B117	Office for student feedback hours/student meetings; priority for those that share an office or those without an office. Has two desks with PCs and two armchairs.	2-4
Arts B	B216	Small meeting room, round meeting table. Code to enter: 3542.	4
Silverstone	SB338	Office for student feedback hours/student meetings; priority for those that share an office or those without an office. Has one desk with PC and three comfy chairs. Code to enter: 2435.	2-4
Miscellaneous Rooms ( <a href="#">Booking Calendar Link</a> )			
Arts A	A104	Student study space; has PCs and various seating. Only bookable for events.	Large
Arts A	A106	Student study space; has PCs and various seating. Only bookable for events.	Large
Arts A	A177	Quiet/Breastfeeding room; to use as and when needed.	2-4
Arts B	Foyer	Student social space; has a variety of comfy seating and tables. Only bookable for events.	Medium
Arts B	B144	Student study space; tables, chairs and x2 PCs. Only bookable for events.	Medium
Arts B	B217	Student social, study and dining space; has sofas, tables and chairs. Only bookable for events.	Large
Silverstone	SB112	Student social space; has various seating, display screens and a listening station. Only bookable for events.	Medium
Silverstone	SB302	Research Common Room; flexible space for research activity. Has boardroom style table (14 people), armchairs, sofas, and tea/coffee making facilities. To book email: <a href="mailto:MAH-Research@sussex.ac.uk">MAH-Research@sussex.ac.uk</a> .	24
Silverstone	SB312	Doctoral Researcher Common Room; social space. Bookable by Doctoral Researchers only via <a href="mailto:MAH-PGR@sussex.ac.uk">MAH-PGR@sussex.ac.uk</a> .	16-20
Silverstone	SB314	Student social space in the 3 <sup>rd</sup> floor open corridor space; Has sofas, armchairs, table and chairs. Only bookable for events	Large