

How do I get in to the room I have booked?

See [How to Make a Booking](#) and [Booking a Studio or Screening Room](#) for guidance on how to book specialist rooms.

From September 2026 you do not need to pre-book room keys and Access Cards separately in SISO for any rooms. You will be able to collect key/card if you have an approved room booking and risk assessment (studio bookings also require a completed Studio Pack to be submitted).

Please note different access arrangements for different rooms as follows:

PG-G09 Sound Stage
PG-G19 Green Screen Studio
PG-217 Screening Room (and ILOK)

W121 Kit Cage (Room) Keys

You will need to collect **Access Card** or **key** from the Production Support Counter.

Access Cards and **keys** for these rooms **can only be collected/returned during Production Support Counter opening hours.**

You may need to collect card/key several hours or days before your room booking starts for evening or weekend room bookings.

Return date/time will be agreed when you collect.

PG25 Poole House Studio

PG-G08 Green Room (Dressing Room)
PG-204 Foley Studio Mic Rack Key

WG07 Podcast Studio 1
WG08 Podcast Studio 2
WG17 Radio Studio 1
WG18 Radio Studio 2
WG19 Radio Studio 3
WG20 Radio Studio 4
WG21 Radio Studio 5
WG22 Radio Studio 6
W225 Open Access Podcast 1
W226 Open Access Podcast 2

If both the start time and finish time of your booking are **during Production Support Counter opening hours** you will be able to collect a **room key** or **Access Card** from the **Production Support Counter.**

If the start time and/or finish time of your booking fall outside **Production Support Counter opening hours** you will be able to collect a **room key** or **Access Card** from the **Poole House Reception.**

The room key / card must be returned to the place you collected it from immediately after your booking finishes.

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PG-G01 TV Studio 2 (Atrium)
PG-G06 TV Studio 1

You will need to arrange access via the tutor who will be overseeing your shoot.

PG-204 Foley Studio (room only*)
PG-205 Finishing/Sound Post 2
PG-206 Finishing 1
PG-207 Sound Post/Dubbing Suite
PG-208 Online 3
PG-209 Online 2
PG-210 Online 1
PG-211 Online 4
PG-212 Online 5
PG-213 Online 8
PG-214 Online 7
PG-215 Online 6

PG-219 Control Room 1
PG-220 Live Room 1
PG-222 Live Room 2
PG-223 Control Room 2
PG-224 Surround Room 1
PG-225 Surround Room 2
PG-226 Multichannel Room
PG-227 Stereo Room 1
PG-228 Stereo Room 2

Access (subject to your course or level) using your BU staff/student Smartcard.

* Note instructions on previous page for Foley Studio Mic Rack Key.

W240 Screening Theatre

You will be provided with a door code to access this room once your booking and Risk Assessment have been approved. Please call us or email us to obtain this code.

The door access code can only be provided during **Production Support Counter opening hours**, so please ensure your booking and Risk assessment are completed and approved well in advance of your booking.

Production Support Counter opening hours are shown on the login page of SISO (before you sign in).