

# BOOKING THE SCREENING ROOM (PG-217)

As the Screening Room is a shared resource between Faculties it cannot be booked via SISO

If you want to use this space you will need to:

## EMAIL THE PRODUCTION SUPPORT TEAM

Email the Production Support Counter  
([sgcounter@bournemouth.ac.uk](mailto:sgcounter@bournemouth.ac.uk)) with the following details:

- *Your name and Student ID number*
- *Date you would like the booking*
- *Start time of booking*
- *End time of booking*
- *How many people will be in the space*

If available, the Screening Room will be booked for you and you will receive an email confirmation

Once your booking has been confirmed we will need to book you an Access Card

We will contact you to arrange your collection and return times as Access Cards can only be collected/returned during Production Support Counter opening hours

**MASDFT students:** Do I need the ILOK?

YES

### Book 'ILOK'

- On SISO (in Find Rooms)
- You can only collect and return the ILOK during Production Support Counter opening hours (please book accordingly)