



HOW TO BOOK CROSSROADS

CROSSROADS@LUU.ORG.UK

STEP ONE: INDUCTION

YOU CAN BOOK AN
INDUCTION HERE!

This is a 30 minute in-person session in Crossroads whereby a member of the Activities team will show you how things work and highlight the expectations of your society to be able to use the space safely.

Before your society is able to book and use Crossroads at least **two** of your **Core Committee** members must complete the Crossroads Induction training.

Note: No more than three people can be inducted per society

Both of the committee members attending the induction **do not** need to come to the same induction session, both committee members will just need to have completed the induction before their Crossroads bookings are activated.

STEP TWO: HIRE AGREEMENT



READ THE HIRE AGREEMENT HERE!

Once two of your committee members have completed the induction you will need to sign our **'hire agreement'**.

The agreement works in the form of a contract. Its purpose is to ensure the protection and care over Crossroads- by your society. As well as protecting you if anything goes wrong

The key areas that the agreement focuses on are:

- Responsibility.
- Food + Alcohol.
- Sustainability.
- Security.
- Equipment.

STEP THREE: BOOKING



LUU BOOKING SYSTEM

Once this has all been done... YOU CAN REQUEST THE SPACE ON THE LUU ROOM BOOKING SYSTEM!

We are operating on a first come first served basis so make sure you do your booking with enough time in advance.
Note: Bookings can only be done no more than 6 weeks in advance

Please keep in mind that booking this space allows you to use the specific facilities available such as the board games and consoles. If you don't plan on using these, then we would encourage you to book a normal union room which can also be done on the booking system linked above!

STEP FOUR: BLOCK BOOKING



BLOCK BOOKING FORM

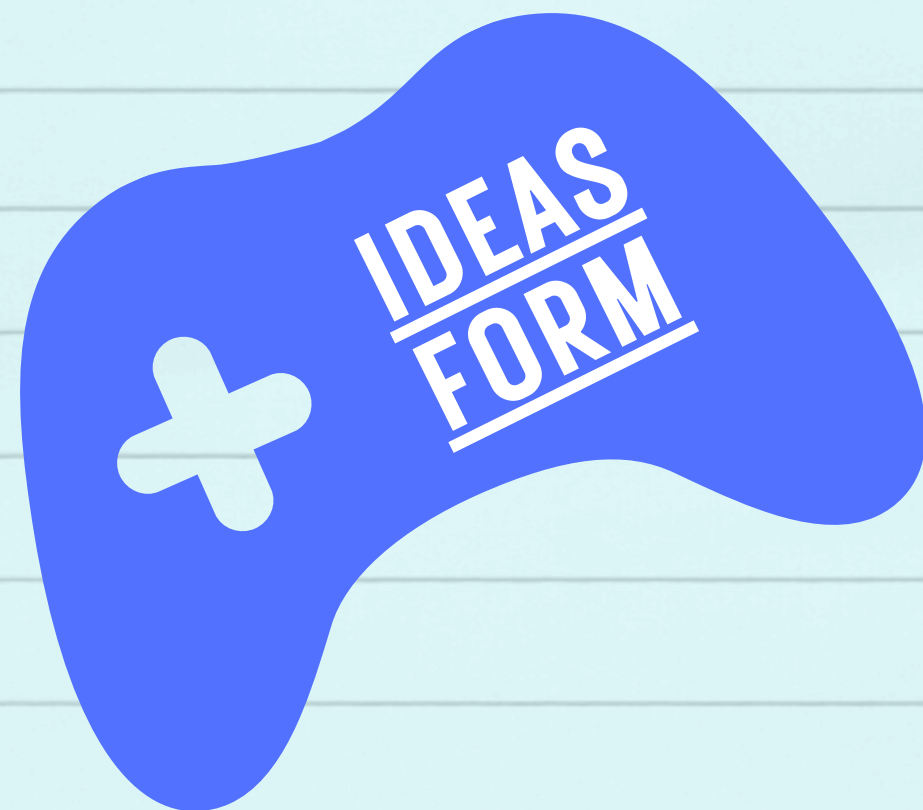
Crossroads is available to be blocked booked for a **maximum** of 6 sessions at a time

To request a block booking, inducted societies can fill in the form above

Block booking comes with some rules:

1. Block Bookings can be for not more than for 6 weeks/6 sessions at a time
2. After the 6 sessions have passed, societies are welcome to fill out this form again
3. If there is a lot of interest in the day you request e.g. Tuesdays are currently very popular, you may only be able to have your block booking Bi-weekly
4. Filling out this form does not guarantee your booking, you will receive an email notifying you of what block booking you have received
5. We ask that you are booking Crossroads as you intend to use its specific facilities, whether that's the board games, PCs or consoles

FEEDBACK FORMS



CROSSROADS IS A NEW SPACE AND WE ARE CONSTANTLY DEVELOPING AND ALWAYS KEEN TO HEAR NEW IDEAS

FEEL FREE TO CLICK ON ONE OF THESE ICONS TO FILL IN SOME OF OUR FEEDBACK FORMS!



The background is a light blue color with horizontal white lines, resembling lined paper. It is decorated with various colorful geometric shapes and patterns. At the top, there are several semi-circular shapes in shades of pink, purple, and orange, some with patterns like diamonds or dots. On the left side, there are triangular shapes in purple and pink. On the right side, there are larger, irregular shapes in orange and pink. At the bottom, there are more semi-circular shapes in orange and purple, some with patterns like circles or wavy lines. The text is centered and surrounded by small decorative elements like stars and triangles.

**ANY
QUESTIONS?**

**CONTACT
CROSSROADS@LUU.ORG.UK**