



# Welcome to all our students

We are committed to providing a high quality campus for students, staff and visitors and are in the midst of a huge investment programme to create better facilities for LSE. Our next major project is the Firoz Lalji Global Hub, located at 35 Lincoln's Inn Fields, which will be LSE's first net zero carbon building and is due to complete in 2027.

This guide has been designed to help you find your way around campus and help you get the most out of the facilities the School has to offer.

For more information, regular updates and new features visit: **lse.ac.uk/facilities** or see the **Student Hub**.

We are continually striving to provide excellent services and would encourage you to help us improve this further by giving us your feedback on this guide – email **estates.admin@lse.ac.uk** with suggestions before 31 October for the chance to win a prize. See the back cover for details of our "Don't Walk Past" campaign, which encourages students to report faults at any time.

We do hope you enjoy your time at LSE.

With best wishes.

#### **Allan Blair**

Director of Facilities Management

estates.admin@lse.ac.uk



# Give us your feedback for the chance to win a prize

This guide was designed to help you find your way around campus and get the most out of the facilities the School has to offer.

We would like to know if you found the guide useful and if there is anything we should consider including in future editions. Please email your feedback/ suggestions to estates.admin@lse.ac.uk

Feedback and suggestions received before 31 October 2024 will be entered into a prize draw for a £50 Amazon voucher.

Thank you



# General information

If you have a query about campus facilities at any time, the main reception in the Old Building is always open to provide assistance.

The following buildings have staffed receptions: Centre Building, Cheng Kin Ku Building, Fawcett House, the Library, Marshall Building, Pankhurst House, Pethick-Lawrence House, Saw Swee Hock Student Centre and the Sir Arthur Lewis Building.

The LSE campus is a very busy and vibrant environment. We hope that you can enjoy it while respecting other people and their right to enjoy the campus without disturbance or unseemly behaviour. In this spirit we ask that you observe the School policies and procedures that are in place.

#### **Campus opening times**

**Monday – Friday:** 7am – 11pm. After 6.30pm a LSE swipe/ID card is required for access.

**Saturday - Sunday:** 8am - 10pm. Access to campus buildings is by LSE swipe /ID card or via main reception in Old Building.

During holiday periods access arrangements may vary. For more information visit: info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/security

# **Library opening times**

Autumn term: 8am - Midnight.

Winter term, Spring break and Spring term: 24-hour opening.

**Summer break:** 8am – Midnight.

# Student Services Centre (SSC), Ground floor CON (temporary)

For opening times and ways to contact the SSC, visit **lse.ac.uk/ssc** 



## Signage and wayfinding

The codes for LSE campus buildings are listed below for your reference:

**CBG** Centre Building

**CKK** Cheng Kin Ku Building

**CLM** Clement House

**COL** Colombia House

**CON** Connaught House

**COW** Cowdray House

**FAW** Fawcett House

**KGS** King's Chambers

**KSW** 20 Kingsway

**LAK** The Lakatos Building

**5LF** 5 Lincoln's Inn Fields

**35L** 35 Lincoln's Inn Fields

**49L** 49 Lincoln's Inn Fields

**50L** 50 Lincoln's Inn Fields

**51L** 51 Lincoln's Inn Fields

**LCH** Lincoln Chambers

**LRB** Lionel Robbins Building

MAR Marshall Building

**OCS** Old Curiosity Shop

**OLD** Old Building

**PAN** Pankhurst House

PAR Parish Hall

**PEA** Peacock Theatre

**PEL** Pethick-Lawrence House

**POR** 1 Portsmouth Street

**SAR** Sardinia House

**SAW** Saw Swee Hock Student Centre

**SHF** Sheffield Street

**SAL** Sir Arthur Lewis Building

**STC** St Clement's





## **Room numbering**

Room numbers when shown on timetables or in publications indicate the building, the floor and the room. On a door sign within a building only the floor and room are shown. Basement floors begin with B, ground with G, first with 1 and so on. Room numbers start with .01 and run sequentially through the floor, so first floor rooms would run 1.01, 1.02, 1.03.

Please check carefully when accessing rooms in SAL – eg, SALG.10 is a ground floor room, not lower ground.

#### Reporting faults and defects on campus

The Estates Helpdesk aims to ensure that faults are attended to promptly, in order to do this we need to know about them.

If you see a fault or defect with any facility on campus please report it by calling **020 7955 7956** or ext **7956**.

For emergencies call: 020 7831 8713 or ext 2444.

Email: estates-help-desk@lse.ac.uk





# Keeping safe on campus

The aim of this section is to provide important safety information.

The main School reception in the Old Building is staffed 24 hours per day.

# **Key contact numbers**

LSE Campus security help line :	<b>0207 955 6555</b> (internal 666)
urgent enquiries available 24/7/365	
LSE main switchboard (8.30am - 5.30pm)	020 7405 7686
Disability and Mental Health Service	020 7955 7767
Estates Office general enquiries	020 7955 6477
Estates Helpdesk (8:30am - 5pm)	General enquiries
	020 7955 7956
	Urgent issues
1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	020 7831 8713 (ext 2444)
Lost Property Office	020 7955 7988
LSE Porters	020 7955 6760
LSE Postroom	020 7955 7989
LSE Reprographics	020 7955 7986
LSE Residential Services Office	020 7955 7531
LSESU Advice Centre	020 7955 7158
Mental Health Advisers	020 7955 7767
Security control room (staffed 24/7)	020 7955 6200
Student Services Centre	lse.ac.uk/ssc
Student Wellbeing and Counselling Service	020 7955 7767
Tech Support Centre	020 7107 5000
Police, ambulance, fire services	999
LSE Treatment Clinic	<u>Isetreatmentclinic.co.uk</u>
NHS non-urgent (24 hours)	111
Police non-urgent	101
Sardinia House Dental Practice	020 7404 8600
St Philips Medical Centre (PEL)	020 7611 5131



#### **Accidents**

Students should report all accidents, incidents or near misses on campus to Security or the administrators in their Department. If you require an ambulance, call 999 (UK emergency services number) and then call Security on 666 (from internal phone) or 020 7955 6555.

#### **Bike safety**

The School provides secure day use bike park facilities in the basement of Fawcett/Pankhurst House and Marshall Building. These are **free** to use and you can gain access with your LSE Student card. Other options are the numerous bike racks around the campus (see chart on **page 29**). It is advisable to use either a diamond rated "Sold Secure" endorsed padlock and chain or D-lock. Take a note of your bike's serial number (usually found on the underside of your bike frame) and look out for free bike security marking by the police and mechanical checks (Dr Bike pop ups) during the School term.

## **Cash machines (ATMs)**

When on campus use the cash machines situated inside the Post Office at 95 Aldwych or on Houghton Street (next to Wright's Bar).

Stay with friends especially when walking at night or stopping to get money from a cash machine. If anyone approaches you when you are using a cash machine do not be distracted; immediately cancel your transaction, remove your card and walk away – notify campus Security or Police.

# Fire procedures

On hearing the fire alarm signal, all persons must leave the building they are in promptly and make their way to the appropriate **assembly point for that building**. People should not attempt to re-enter the building until they have been directed by a member of Security staff that it is safe to do so.



Note: in CBG, CKK, FAW, PAN, PEL and SAW there is an additional signal for occupants to prepare to evacuate. If you hear this signal, you should wait for the full alarm before leaving. For more information visit the **fire safety web pages**.

Anyone who has a disability or medical condition (whether temporary or permanent) that could affect their ability to respond to a fire alarm and leave a building using staircases should contact the Fire Safety Officer (estates. fire.safety@lse.ac.uk) so that a personal emergency evacuation plan can be developed for them.

## Fire alarm testing schedule

To find out when to expect the fire alarm testing in your building please check **the schedule**.

#### **First-aid**

If you need first-aid for a minor injury on campus call Security using an internal telephone and dialling 666 (or call 020 7955 6555 from your mobile). For more serious injuries call the emergency services directly by dialling 999 or 112 to summon an ambulance. You must then let Security know so that they can direct the ambulance crew to the correct location.

There are seven defibrillators on campus located at the receptions in CBG, CKK, LRB, MAR, OLD, PAN and SAL. There is also a defibrillator in SAW (SU Gym).

#### **Laptop Safety**

If you are going out for a drink, don't take your laptop with you. Use the secure laptop storage room OLD G.15. Use tracking software on your laptop. There are free applications that you can download, we recommend **preyproject.com** 



## Library

LSE Library is a safe working environment but you must look after your personal belongings when working there. Never leave your belongings unattended, even for a short period of time.

#### Lifts

Do not use lifts if the fire alarm sounds, unless directed by Security. Do not overload lifts. Information on what to do if the lift breaks down is displayed in the lift. Some buildings are served by platform lifts. If you observe a fault with a lift please report it to Estates Helpdesk.

## **Property lost and found**

Lost and found property is handled by LSE Security and the first point of call is the Old Building reception. The Property Office is located in OLD B.23 and opening times are Monday – Thursday, 9.30am – 1.30pm.

The School is one of the few institutions in central London to maintain an open campus policy. This means that throughout the day many School buildings are open. This provides a free and collegiate atmosphere that many in the School enjoy. We are keen that you enjoy this too, but always bear in mind that the School is a public place and cannot be treated as your home. You would not leave your valuables unattended on a park bench and you should not leave them unattended in the Library, the Garrick Cafe or any other public area of the School.



## **Smoking policy**

Smoking, which includes electronic vaping and herbal cigarettes, is prohibited inside all buildings on the campus and all LSE halls of residence, residents' rooms and any other building or facility managed by the School. The prohibition extends to roof terraces, building entrances, including doorways, steps, ramps, external fire escape stairways and escape routes. Ashbins are positioned just outside the entrance to buildings, these are provided so that smokers can dispose of their cigarette materials before they enter the building, (not for people to smoke at entrances). Bins to recycle empty vapes are located at the reception of CBG and SAW. To view the full policy see **here**.





# Lockers

Locker Type	Location	Access	Allocation	Requirements/ Cost	Available
Cyclist	MAR	LSE	First	Key code lock.	Day use
	B1.04	card	come first	No charge	
			served		
Cyclist	MAR	LSE	First	Key code lock.	Day use
Folding	B1.04	card	come	No charge	
bike			first		
lockers			served		
General	MAR B.2		First	Key code lock.	Day use
use	outside		come first	No charge	
	Changing		served		
	Rooms				
General	OLD		First	Key code lock.	Day use
use	Basement		come	No charge	
	red		first		
	lockers		served		
	(outside				
	OLD B.10)				
General	OLD B.27	LSE	First	Padlock minimum	For
use		card	come	6.3mm hasp (can	academic
			first	be bought from	year
			served	LSE Shop)	
General	SAW		First	£15 deposit	From SU
use	2.05		come		reception
			first		SAW 3rd
			served		floor



Locker Type	Location	Access	Allocation	Requirements/ Cost	Available
Gym	SAW		First	£1 coin required	
users	4th floor		come	(refundable) for	
	(changing		first	gym users only,	
	rooms)		served	when using the	
				gym	
Gym	SAW		First	£1 coin required	
users	4th floor		come	(refundable) for	
	(outside		first	gym users only,	
	changing		served	when using the	
	rooms)			gym	
Gym/	MAR B.2		First	Key code lock.	Day use
sports	Changing		come first	No charge	
facility	Rooms		served		
users	(M/F)				
Laptop	OLD G.15	LSE	First	No charge	
		card	come		
			first		
			served		



# Medical and childcare provision

The health and wellbeing of all LSE students and staff is of paramount importance to the School, and so the following services are offered to the LSE community during their time at the School.

## **St Philips Medical Centre**

Location: 2nd floor, Pethick-Lawrence House (PEL)

Contact: 020 7611 5131

Website: www.stphilipsmedicalcentre.co.uk

An NHS General Practice staffed by Doctors, Nurses, Clinical Pharmacists, Physician's Associates and Social Prescribers. We provide medical and nursing care to **registered patients**.

The team offers support with acute medical problems, chronic disease management, mental health, contraception and family planning, cervical screening and immunisations.

We have a close working relationship with the LSE Disability and Wellbeing service and the LSE Counselling service.

Referrals can be made for specialist management in Secondary (Hospital) Care when needed.

The surgery offers a range of pre-bookable and urgent same day appointments that can be in-person or by phone. We encourage our patients to use e-Consult which enables contact with one of our clinicians on-line.

We advise all students to register at the start of term so that should you need any help or support, it is easier to organise an appointment and access the appropriate care needed.



#### **NHS Walk-In Centre**

Location: 1 Frith St, Soho, London W1D 3HZ

Contact: 020 7534 6500

Website: clch.nhs.uk/services/walk-in-centres

Patients (registered and unregistered) can attend the booked clinic via a referral from the NHS 111 service or by telephoning the clinic.

Alternatively please call 111 or visit 111.nhs.uk/

#### **Sardinia House Dental Practice**

Location: 4th floor, Sardinia House (SAR)

Contact: 020 7404 8600/07834 169974

Email: info@sardiniadental.com

To book visit: sardiniadental.com/contact

An independent dental practice offering preferential rates to LSE staff and students.

#### **LSE Treatment Clinic**

Location: 1st floor, Fawcett House

To book visit: **Isetreatmentclinic.co.uk** 

Email: enquiries@lsetreatmentclinic.co.uk

Open: Monday - Friday

Offering reduced fees for LSE students and staff.

Treatments include Acupuncture, Ostepathy, Sports Therapy and Remedial Massage.



## **Expectant and new mothers room**

Location: 1st floor, Fawcett House

Contact: FAW/PAN reception

A room where expectant mothers can rest and new mothers who return to work when they are still breast-feeding can express and store milk. This facility is available for LSE staff and students. Please note baby change facilities are located in CKK G.04, MAR 1.13, OLD G.04, 4.06, 4.07 and 5.10. Please click here for further details.

## **Nursery Partnerships**

LSE has partnership agreements in place with three local nurseries near to campus so that LSE staff and students can access discounted childcare. These nurseries were selected for their Ofsted rating, location, availability of spaces, outside space, operating hours, fresh food provision, emergency care support and more. For LSE students, the School will provide a subsidy towards the standard nursery rates. For more details, including the process for students to apply, please see the **Nursery Partnerships** webpage.





# Cleaning and servicing on campus

Cleaning takes place weekdays as per the building schedules which can be found on **these pages**.

Buildings with teaching facilities have janitorial provision between 9am – 10pm, while administrative buildings 9am – 5pm. If you see a spillage or any potential slip hazard please report it to Estates Helpdesk by calling **0207 831 8713**, (ext.2444) or emailing **estates-help-desk@lse.ac.uk** 

We politely ask you to be considerate to your fellow students and avoid the consumption of food and drink in the lecture theatres.

#### Weekend cleaning and janitorial servicing

CBG, CKK, the Library, MAR, OLD and SAW are cleaned routinely and serviced throughout weekends.

All other cleaning and janitorial staff provided at the weekend are to service prebooked rooms. Please contact **estates.fm@lse.ac.uk** if the following applies to your event:

- Over 50 guests are anticipated
- Event set up is required before 9am
- Room booking made after Thursday via the room booking system.

This will ensure the correct staffing levels are available on the day.





# Waste and recycling

We work together to follow the "waste hierarchy" – Prevent, Reduce, Repair, Reuse, Recycle, Recover. The School has a "Zero Waste to Landfill" policy.

### **Most favoured option**

#### **PREVENT**

Think before you buy – is it needed? Avoid waste generation in the first place and choose more sustainable alternatives that will last, such as reusable water bottles, bags, thermal cups and food containers. Streamline designs and manufacturing to prevent excess material use.

# REDUCE

Use less – reducing waste can be as simple as using both sides of a sheet of paper or buying in bulk rather than individually packaged items, minimising the amount of single-use plastic.

## **REUSE**

Reuse unwanted items by getting creative and inventive. Consider listing items on common marketplaces such as LSE Hazaar or donate unwanted items to charity.

### **REPAIR**

Consider giving items a second life by sewing up holes in clothing, applying fresh paint to furniture or look into electrical repairs for your malfunctioning devices. LSE run clothing and bike mending sessions throughout the academic year on campus.

#### **RECYCLE**

Recycle correctly. Refer to the LSE material and waste guide for more information on what goes in which bin.

## **RECOVER**

LSE sends the remainder of our waste to produce energy and has achieved Zero Waste to Landfill since 2019 (excluding small fractions from construction waste.

# DISPOSE

When all else fails, materials that cannot be reused, recycled or recovered for energy will be landfilled and incinerated (without energy recovery).

# **Least favoured option**



#### **Reuse on campus**

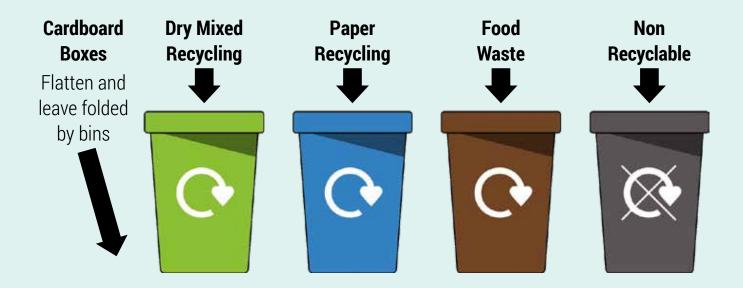
- Clothes: LSESU have a Vintage Clothing and Charity Shop in Kings Chambers that welcomes donations during shop hours (see <a href="page 74">page 74</a> for more information). There is also a British Heart Foundation donation box located on the first floor of SAW (SU), as well as in each LSE-managed halls of residence. LSE has also joined Hazaar, the UK's first zero waste marketplace where students can buy and sell second hand items via an app or pop up markets throughout term.
- **Books:** Consider donating books (textbooks or otherwise) to local charity shops, including the LSESU Charity Shop on campus or selling via Hazaar.

#### Recycling

- Bins are located around campus, in kitchen areas, in offices and in shared spaces in halls of residence. We are all responsible for recycling correctly.
   For a breakdown of what goes in which bin at LSE, visit our <u>waste and</u> <u>recycling page</u>.
- Make sure no food or liquid go into mixed recycling bins. This can make other items in the recycling bin wet (contaminated) and no longer recyclable. If in doubt, keep it out!
- Spotted our red bins on campus? They're for disposable hot drinks cups! Separate the remaining liquids, the lid and the cup in the respective compartments. Try and remember your reusable hot drinks cup when visiting campus though! LSE Catering outlets sell branded KeepCups for £10.75
- If you are unsure about how to correctly dispose of an item, or you wish to report any issues related to waste, please contact sustainability.team@lse.ac.uk







# **Special recycling**

There are points on campus to recycle batteries, mobile phones, CDs and DVDs, Waste Electrical and Electronic Equipment (WEEE). See locations on the campus map on <a href="majore-page-24">page 24</a>, visit the waste and recycling guide or contact the <a href="Sustainability Team">Sustainability Team</a> for more information.

#### Halls of residence

All LSE-managed halls of residence have collection points, known as "ReLove" points, for you to donate your items to give them a second life.

"ReLoved" items are donated to charity, currently the British Heart Foundation (BHF). Accepted items are clothes, shoes and bedding (not duvets), books and stationery, furniture and kitchen equipment (cutlery accepted but nothing sharp). Every year around 8-9 tonnes of unwanted items are donated!



## **Practising Zero Waste**

#### On campus

- Why not prepare your lunches in advance and bring to campus in reusable storage containers? This not only reduces packaging, but also saves money and generally can work out healthier than grab and go convenience food.
- It is easy to avoid using single-use cutlery, by having your own reusable set when you visit campus.
- Purchase your own reusable bottle/hot drink cup, and bring it with you so you avoid buying single-use bottles or hot drink cups.
- Bring tote bags with you or reuse plastic bags, so you never have to accept new bags.

#### At home

- Soap and shampoo bars are compact, so they produce fewer emissions during transport than their liquid equivalents. They often have little (and recyclable) or no packaging compared to their plastic bottle counterparts. Lots of brands offer refill packs now too, which is a good option for reducing packaging waste.
- Reusable facial pads are machine washable and you can use them hundreds of times (eg, to remove your makeup).
- Did you know menstrual products such as tampons and sanitary towels contain plastics? Zero waste your periods by purchasing a menstrual cup or washable pads. They will also save so much money in the long run!



## **Get involved in sustainability at LSE**

Wanting to make a difference during your time at LSE and interested in sustainability?

#### Here's how:

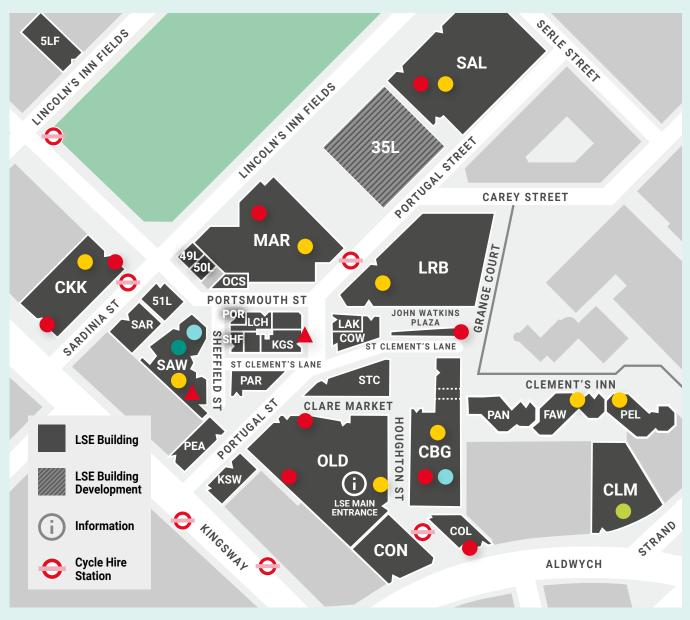
- Introduction to Sustainability at LSE: Take the Introduction to Sustainability at LSE module on Moodle.
- Subscribe to our monthly newsletter, Green Flash.
- Follow us on Instagram, TikTok, You Tube and X (Twitter), and the LSE Student Hub: @SustainableLSE.
- Join one of our environmental societies! We have several to choose from, including Sustainable Futures Society, Beekeeping Society and the Circular Economy Society. Find out more here.
- Be proactive in our <u>#SustainableLSE halls campaign</u>, which is all about reducing energy and water consumption and improving recycling rates.
- Green Impact, our sustainability engagement programme encourages teams
  to work to complete sustainable actions to help the School reduce their
  environmental impact. Email <a href="mailto:sustainability.team@lse.ac.uk">sustainability.team@lse.ac.uk</a> to find out more
  about how you could get involved.
- Beekeeping and rooftop gardening on the Shaw Library roof terrace!

Did you know 8 million disposable cups are used in the UK every day? Only 4 per cent of these get recycled.

Let's change this statistic.



# **Location of waste and recycling points**



- Coffee cup recycling point
- Vape recycling point
- Battery recycling (current locations at reception)
- Sustainability Team Office
- Special recycling stations (desktop toners/cartridges, small electronics (WEEE))
- ▲ Charity shop donations (eg, clothes)



# Transport and facilities for cyclists

## **Walking**

The easiest and cheapest way to get to know London and move between the LSE campus and halls of residence is by walking.

Central London suffers from poor air quality but by avoiding the main roads with highest concentrations of traffic you can reduce your exposure to air pollution by 30-60 per cent.

Plan your route with the Mayor of London <u>Clean Air Route finder</u>; explore real time pollution spots from London Air Quality Network.

Walk some of **London's favourite routes** highlighted by Transport for London.

## **Public transport**

Full information on any form of public transport throughout London and a journey planner service for walking, cycling, underground, buses and trains can be found on the Transport for London (TFL) website: **tfl.gov.uk** 

The following London Underground (tube) stations are near the LSE campus: Holborn (Central Line and Piccadilly Line), Covent Garden (Piccadilly Line), Temple (Circle Line and District Line), Leicester Square (Northern Line), Charing Cross (Bakerloo Line), Waterloo (Jubilee Line) and Farringdon (Metropolitan Line and Hammersmith and City Line).

#### **Buses that stop on or near the Aldwych are numbers:**

1, 9, 15, 23, 26, 59, 68, 76, 87, 91, 172, 188, 243, 341 and SL6.

Each bus stop should show which buses stop there and their frequency. On the front of the bus the final destination will be given. It may also show the names of the main stops on its route.



#### The closest mainline rail stations to the LSE campus are as follows:

**Waterloo** – on the other side of the river from the Strand over Waterloo Bridge. Approximately 10-15 minutes walk.

Trains to and from the south coast and south west of England.

**Charing Cross** – on the Trafalgar Square end of the Strand. Approximately a 10 minute walk. Trains mainly to south east London and Kent.

**City Thameslink** – on Ludgate Hill at the end of Fleet Street. Approximately 10-15 minutes walk. Trains to Brighton (including Gatwick airport) and Bedford (including Luton airport).

**Blackfriars** – on the Embankment near Blackfriars Bridge. Approximately 10-15 minutes walk. Trains mainly to south London and south east England, but also the First Capital Connect line through north London.

**Farringdon or Tottenham Court Rd** – both approximately 15 minutes walk. Trains to Heathrow or Reading and Abbey Wood or Shenfield on the new Elizabeth Line.

**Euston** – on Euston Road, close to the northern end of Tottenham Court Road. Approximately 30 minutes walk. Trains to the north of England.

**King's Cross** – on Euston Road, close to the British Library. Approximately 30 minutes walk. Trains to the north of England and to Scotland.

**St Pancras International** – on Euston Road, close to King's Cross station. Approximately 30 minutes walk. Serves the Eurostar and trains to the Midlands and Kent.

**Liverpool Street** – past St Paul's Cathedral and the Bank of England from the end of Fleet Street. Approximately 30 minutes walk. Trains to Stansted Airport and Southend Airport.



#### **Cycling to LSE**

Riding a bike is good for your health, good for the environment, cost effective and great fun. What's more there are plenty of facilities and apps to get you on your way and discovering new places!

You can select quiet cycle routes using the City Mapper app.

You can also use the bicycle icon on Google Maps and the Transport for London journey planner to work out the best way to go.

To find out more about options for hiring or buying a bike join the LSE Bicycle User Group **@LSEBUG**.

Check out our <u>dedicated webpage</u> with a map showing the location of all cycle parking, maintenance and shower facilities across campus and links to information on safer cycling routes produced by The Northbank and TFL.

The <u>Santander Cycle Hire Scheme</u> have docking stations on Houghton Street, Portugal Street, Sardinia Street, Kingsway and Lincoln's Inn Fields. The bikes are available 24 hours a day and are great for short journeys around central London.

### **Cycle facilities on campus**

There are 467 (mostly indoor) cycle parking spaces on campus with access restricted to LSE students and staff only, as well as 526 open access spaces. Access to indoor parking is determined by the building access you have been assigned on your LSE swipe card. These facilities are monitored by the LSE Security CCTV. Please call Security on 020 7955 6200 should you need assistance.

We have improved lighting and wayfinding in the basement of FAW and created additional shower facilities (5 gender neutral shower rooms) plus a drying room (FAW B.14A - items left at owners risk).



There are open access cycle parking spaces bordering the campus on Kingsway and Aldwych.

All LSE halls of residence have cycle parking facilities.

Bicycles must be stored in designated bicycle storage facilities, and are not permitted in any other locations on campus.

Folding bikes measuring no greater than 565mm (h) x 586mm (w) x 270mm (d) should be folded prior to entering any campus buildings and stored safely within office space or in folding bike lockers provided in MAR B1.04.

### **Cycle maintenance**

Bicycle pumps can be found in FAW/MAR cycle parking areas, on John Watkins Plaza (opposite the Library) and outside SAW (opposite Parish Hall).

There is a bike maintenance station at Bankside House hall.

Look out for Dr Bike pop ups (free bike checks and basic repairs) and bike marking pop-up sessions on campus, which generally occur termly. These are promoted by Sustainable LSE team on social media, and in the student newsletter.



# **Cycle parking and shower facilities**

Cycle storage system	Access requirements	Total cycle spaces	Closest shower facilities M/F/GN **	Closest locker facilities (see page 13 for details)
Fawcett House (FAW) basement*	Access with LSE ID card	207	FAW B.14-B.18a GN (5) CBG G.10 GN (1)	OLD B.24
John Watkins Plaza (opposite Plaza Cafe)	Access with LSE ID card	16	LRB GF R.7 GN (1)	SAW 2.05 OLD B.24
Marshall Building G and B1 (partially covered)	Access with LSE ID card	244	MAR B1.04 GN (3)	MAR B1.04
Clare Market	Outdoor open access	22	CBG G.10 GN (1) OLD B.15 M (2) B.05 F (1)	OLD B.24
Clements Inn (outside PAN/ FAW)	Outdoor open access (6am – 10pm)	60	FAW B.14-B.18a GN (5) CBG G.10 GN (1) CLM MB.02 GN (1)	OLD B.24
Grange Court (between LRB and Royal Courts of Justice)	Outdoor open access	62	CBG G.10 GN (1) LRB GF R.7 GN (1)	SAW 2.05 OLD B.24
John Watkins Plaza (opposite main LRB entrance)*	Outdoor open access	30	LRB GF R.7 GN (1)	SAW 2.05 OLD B.24
Lincoln's Inn Fields (corner opposite MAR)	Outdoor open access	56	MAR B1.04 GN (3)	MAR B1.04

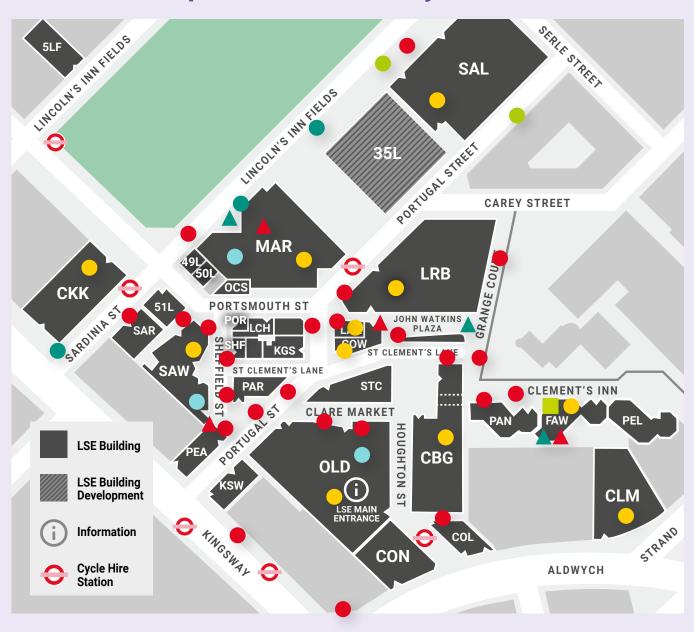


Cycle storage system	Access requirements	Total cycle spaces	Closest shower facilities M/F/GN **	Closest locker facilities (see page 13 for details)
New Inn Passage (between COL/ CBG)	Outdoor open access	20	CBG G.10 GN (1) OLD B.15 M (2) B.05 F (1)	OLD B.24
Peacock Theatre/ Parish Hall	Outdoor open access	48	SAW 4.02A M (7) 4.02C F (7) 4.20B GN (1) OLD B.15 M (2) B.05 F (1)	SAW 2.05/ OLD B.24
Portugal Street (opposite George IV pub)	Outdoor open access	30	LRB GF GN (1) LAK B.04 (GN) COW G.11 (M), COW G.12 (F)	SAW 2.05/ OLD B.24
Portugal Street (outside LRB)	Outdoor open access	30	LRB GF GN (1)	SAW 2.05/ OLD B.24
Sardinia Street (opposite CKK)	Outdoor open access	22	CKK B.01 M (2) B.03 F (2)	MAR B1.04
St Clement's Lane (behind Alumni Centre)	Outdoor open access	12	CBG G.10 GN (1) OLD B.15 M (2) B.05 F (1)	OLD B.24
Saw Swee Hock Student Centre (SAW)	Outdoor open access	20	SAW 4.02A M (7) 4.02C F (7) 4.20B GN (1)	SAW 2.05
Sheffield Street (outside SAW)	Outdoor open access	38	SAW 4.02A M (7) 4.02C F (7) 4.20B GN (1)	SAW 2.05
Sir Arthur Lewis Building	Outdoor open access	76	SAL B.35 M (2) B.36 F (2)	MAR B1.04

<sup>\*</sup> Bike Pump \*\* Male/Female/Gender Neutral



# **Location of transport and facilities for cyclists**



- Restricted access bicycle parking (need LSE ID card)
- Open access bicycle parking
- Showers
- Westminster Car Club

- Lockers
- Electric charging point
- A Bike pumps
- Drying room



# Social and green spaces

The LSE campus offers many areas of communal space for meeting and socialising, and is within close walking distance of some of the most attractive green spaces in central London.

In addition to the surrounding green space we are also adding more spaces and enhancing biodiversity across campus by utilising aspects of the urban environment such as rooftops and walls. We have a green roof on the 5th floor of Saw Swee Hock Student Centre, 6th floor of St Clement's and another on top of the Plaza Cafe plus a brown roof on Connaught House, a green wall on the Old Building and planters with nectar rich plants to support the LSE bees. Our resident beehives and the roof top garden outside the Shaw Library are managed by the Beekeeping Society and Roof Top Garden Group respectively. To find out more visit info.lse.ac.uk/staff/divisions/estates-division/sustainable-lse/get-involved/biodiversity-clubs

### **Centre Building, learning commons**

On the ground floor there are a variety of study spaces, providing opportunities for students to engage in different modes of informal collaborative working, offering the ability to learn and create in a fun and inspiring way. There are quiet study spaces for individual work and small group huddles, nooks suitable for brainstorming ideas and casual meetings further away from the main circulation areas, where you are less likely to be disturbed. Larger group work and more transient interactions are encouraged in the open plan spaces nearer to the cafe and main entrance.

#### **Cheng Kin Ku Building communal areas**

The Cheng Kin Ku Building offers several high quality spaces for social interaction. Soft seating can be found in the lower ground lobby and on the two mezzanine levels. The 8th floor pavilion and roof terrace with biodiversity planting are also available when not reserved for meetings/private functions.



#### **Departmental common rooms**

Some academic departments and research centres offer their students common rooms and study space. Please check with your department/centre manager to see if any space has been allocated for this by your department or research centre.

## **Escape social space in the Library**

This social space in the Library foyer is ideal for relaxing, eating and chatting on your mobile during breaks from studying.

#### **John Watkins Plaza**

In front of the main entrance to the LSE Library is John Watkins Plaza, which is an excellent meeting point as it is one of the most spacious areas on campus. It also has ample seating and its own cafe with a green roof.

#### **Lincoln's Inn Fields**

Adjacent to the LSE campus is Lincoln's Inn Fields. Numerous park benches and open lawn space make this one of the best places to relax near campus and a lovely place for quiet study under a tree.

#### **Lincoln's Inn Private Gardens**

By courtesy of the Masters of the Bench this secluded garden is open to the public Monday – Friday from 12 noon – 2.30pm. The main entrance to the garden can be found at the south east corner of Lincoln's Inn Fields near to SAL.



#### **LSE Faith Centre**

The Faith Centre, found on the 2nd floor of SAW, is a unique space on campus. It is home to the LSE's diverse religious activities, transformational interfaith leadership programmes, wellbeing classes, and a reflective space for students away from the noise of campus life. You can find The Cave for meditation, male and female Islamic prayer rooms and a bookable space for all student faith societies.

The Faith Centre is open every day from 9.30am to 5.30pm, with your LSE student card needed for out of hours access. Ask at the Faith Centre reception for more details on our programmes.

## LSE public square

Created as part of the Centre Building redevelopment scheme, this landscaped central plaza is at the heart of LSE. The pedestrianised square is used for School events and creates opportunities for social interactions and helps to enhance the biodiversity of the campus.





#### **LSE** roof terraces

Good weather and views across London and the campus can be enjoyed from our numerous roof terraces. Continuing the LSE tradition of using our roofscapes to their full potential, each terrace is landscaped and is provided with seating so you can sit back and relax with your friends. Please do not place additional furniture on these terraces as it gets damaged in the rain. Smoking (which includes electronic vaping and herbal cigarettes) is not permitted on any terrace.

Building	Location	Access information
Centre Building	2nd floor	Open access
Centre Building	6th floor	Open access
Centre Building	12th	Open access (restricted during functions)
	floor	
Cheng Kin Ku Building	8th floor	Open access (restricted during functions)
Marshall Building	1st floor	Open access
	(x2)	
Marshall Building	2nd floor	Open access
Marshall Building	8th floor	Open access (restricted during functions)
Old Building	4th floor	Open access
Old Building (Shaw Library)	6th floor	Open access (restricted during functions)
Saw Swee Hock Student	6th floor	Open access (restricted during functions)
Centre		

# **LSE Sportsground**

LSE has 23 acres of playing fields in New Malden, Surrey (a 22 minute train ride out of Waterloo).

Sporting amenities and facilities are available for hire by staff and students of the School and by external users when not in use by the Athletics Union. More information is available on the **LSE Sportsground web page**.



## **Marshall Building learning commons**

Informal study space is provided on the ground floor and levels 1 and 2 with an array of furniture types to enable group and individual working, all with charging facilities.

There is a café on the ground floor, bench seating, armchairs, pods and windows that open onto the street. On levels 1 and 2 you will find circular seating for large groups and four-seater AV booths that allow groups to share work on large wall mounted screens as well as individual quiet spaces.

#### **Music practice rooms**

There is a music practice room adjoining the Shaw Library, 6th floor Old Building and another in Lincoln Chambers basement (no lift access). Three other dedicated music practice rooms are situated in the basement of Marshall Building. To use these rooms you need to be a member of the LSESU Music Society.

#### **Peacock Theatre**

Sadler's Wells Theatre organises most of the shows and events that are held at the Peacock Theatre, which in recent years have featured some of the most popular alternative shows in London. LSE students aged 16 - 30 can purchase £10.00 tickets through our **Barclays Dance Pass scheme**.

(If you are a registered user and are already logged into your Sadler's Wells account, please log out and return to this page in order to sign up to Barclays Dance Pass.)



Whether it's ballet, hip hop, contemporary dance or tap, our theatres are the place to see inspiring, entertaining and outright stunning dance in the UK.

It's totally free to join, you don't pay transaction fees and we've got your mates covered too, bring a friend aged 16 – 30 for the same price.

#### **PhD Academy**

Situated on 4th floor of Lionel Robbins Building this is a dedicated space and services hub for doctoral candidates studying at LSE (LSE swipe card access). In addition it contains a kitchen, eating area and soft seating.

#### **Post Graduate common room**

There is a Postgraduate common room on the lower ground floor of Sir Arthur Lewis Building with microwave facilities (LSE swipe card access).

#### **Saw Swee Hock Student Centre**

Home to the Students' Union, LSE Careers and other services. The SU office can be found on the third floor where the reception team and SU staff can help with sports clubs, student societies, campaigns and the Advice Service. The media centre, situated on the second floor, brings all SU media into one space including The Beaver, Pulse Radio, LooSE TV and Clare Market Review. The building also includes the Gym, Activity Studio and Denning Learning Café run by the SU, with ample seating and social spaces to relax. Microwaves are located on the second floor.

#### **The Hall-Carpenter Room**

This space in SAW has been established to cultivate an environment of inclusivity, understanding, and collaboration. It is designed for staff and students to, for example, hold events, discussions and to host initiatives that promote inclusivity and intersectionality; and grow relationships with each other. Users of the space must book it ahead of time, except for weekly regular time slots that are dedicated to socialising. Find more details **here**.



#### **Sir Arthur Lewis Building**

You will find a number of break out spaces located throughout the basement, lower ground and ground floors which can be used by students to work or meet socially and relax. There is a Postgraduate common room on the lower ground floor (LSE swipe card access).

#### The Shaw Library (LSE Founders' Room)

Located on the 6th floor of the Old Building, this is a comfortably furnished common room and library for all members of the School. It has a pleasant ambience and is a haven of retreat for many (although it is not intended for serious study by students). The Shaw Library is regularly used for School functions.

The stock can be borrowed by LSE staff and students: up to four items may be loaned for up to three weeks. Newspapers and serials are available for reading in the Library. It is also the venue of the School's long standing free lunchtime recitals and concerts series. Music is an important part of LSE life. The School has its own orchestra and choir: both are conducted by professional musicians, rehearse weekly and give public performances at the end of the Autumn and Winter terms.

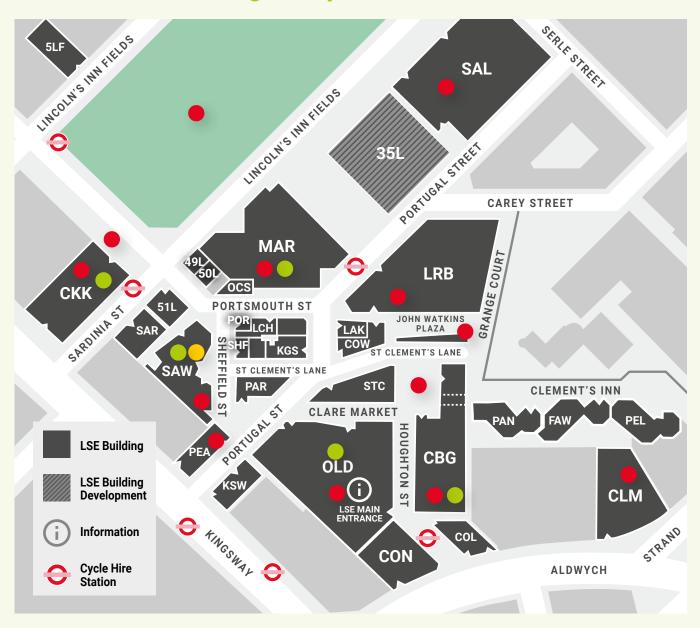
If you have any questions about the book collection in the Shaw Library, please email **library.enquiries@lse.ac.uk** 

#### Students' Salon

This is a designated common room with hot water and microwave facilities for heating and eating your own food. Located on the ground floor of King's Chambers, the Salon is accessible between 8am and 10pm with swipe card access control.



#### **Location of social and green spaces**



- Communal space
- Faith Centre
- Roof terraces

## Food and drink

There is a diverse range of catering facilities on the School campus offering food and drink for all tastes, dietary needs and budgets. Please discuss your requirements with the duty manager if you have allergies, a religious or lifestyle diet.

Wherever you decide to eat, please think about choosing healthy and sustainable options, reducing the amount of packaging from takeaways, and use the bins provided to correctly dispose of your waste.

#### **Food Club loyalty app**

Sign up to get a free hot drink and start collecting points each time you buy food and drink in LSE Catering outlets.

Visit the <u>Food Club</u> for everything you need to know about the Food Club loyalty scheme, including how to sign up and where to collect and spend your points.

#### LSE KeepCup

Reduce single use plastics by purchasing a reusable LSE KeepCup from any LSE Catering outlet and receive your first hot drink free.

#### **Bottle up – reusable water bottle**

Eco friendly, reusable, plant-based water bottle with English still spring water available to purchase from LSE Catering outlets. The bottles hold up to 500ml and are £3.25 while stocks last.

#### **Coffee cup recycling bins**

If you find yourself without your KeepCup and have to resort to a disposable cup you will be pleased to hear that we now have the facility to recycle them on campus – look out for the big red bins in LSE catering outlets.



#### **The Bean Counter (LSE)**

Location: Basement, Sir Arthur Lewis Building

Opening times: **check webpage** for current opening times.

Contemporary cafe offering speciality hot and cold drinks, including freshly squeezed juices and made to order smoothies. Food options include grab and go sandwiches, wraps, salads, hot paninis and a wide selection of snacks and freshly made cakes.

#### **Beaver's Brew Cafe (LSE)**

Location: Ground floor, Marshall Building, 44 Lincoln's Inn Fields

Opening times: check webpage for current opening times.

Quality barista coffees, speciality teas, freshly squeezed juices or smoothies and our speciality superfood drinks. Looking for something more substantial? Try one of our hand-made sandwiches on artisan bread or a lovingly crafted healthy freshly made salad. We also have delicious cookies and cakes to tempt you.

#### **Beveridge Cafe (LSE)**

Location: Ground floor, Centre Building, Houghton Street

Opening times: **check webpage** for current opening times.

Barista handmade quality triple-certified coffees and teas, with exciting healthy freshly made salads, sandwiches, snacks, cold drinks and a wide range of bakery products. Use of KeepCups encouraged.



#### **Coopers Restaurant (LSE)**

Location: 49 Lincoln's Inn Fields

Opening times: **check webpage** for current opening times.

Incredible value for a restaurant providing excellent food and friendly service, perfect for lunch or a cosy evening dinner.

#### **The Denning Learning Café (SU)**

Location: 1st floor, Saw Swee Hock Student Centre

Opening times: Monday - Friday, until 3pm

Offers a relaxed studying environment where students can pick up a drink and a bite to eat. Seating for approximately 60 people.

#### **Fourth Floor Restaurant (LSE)**

Location: 4th floor, Old Building, Houghton Street

Opening times: **check webpage** for current opening times.

LSE's main student restaurant offering a huge choice of great value hot and cold meals throughout the day. Renowned for its daily changing international dishes, vegetarian options, great salad bar, street food options, fries and traditional British fish and chips. Spacious and bustling with access to the roof terrace seating area.

#### **K54 (LSE)**

Location: Ground floor, Cheng Kin Ku Building

Opening times: Currently closed for refurbishment.

Café 54 has now closed, K54 opens soon and will be the ideal place to pick up some Korean air-fried halal chicken.



#### **LSE Garrick (LSE)**

Location: Corner of Houghton Street/Aldwych

Opening times: **check webpage** for current opening times.

Open all year round to staff, students and members of the public the warm and friendly vibe of the ground floor offers speciality hot and cold drinks, sandwiches, sushi, freshly baked pastries, breakfast muffins and freshly made Flatstone Pizza cooked to order. Visit Downstairs in the Garrick to enjoy delicious quality home cooked meals and special salads. Kimico Japanese Kitchen options can also be found there.

#### **George IV Pub (LSE)**

**Location: Corner of Portugal Street and Portsmouth Street** 

Opening times: **check webpage** for current opening times.

The LSE's very own traditional pub with an array of real ales, cold beers, wines and spirits. There's also a selection of snacks, sandwiches and sharing platters on offer throughout the day.

#### **The Pear Tree Cafe**

Location: Lincoln's Inn Fields

Opening times: **check webpage** for current opening times.

Situated next to the tennis courts, the cafe offers both indoor and outdoor seating.



#### The Plaza Cafe (LSE)

Location: John Watkins Plaza

Opening times: **check webpage** for current opening times.

Conveniently located near the library this is an ideal place to take a break and refuel while studying. Enjoy a wide range of freshly made cold drinks, frappes, smoothies and sweet treats.

#### The Shaw Cafe vegan/vegetarian (LSE)

Location: Ground floor, Cheng Kin Ku Building

Opening times: **check webpage** for current opening times.

Visit the Shaw Cafe for freshly prepared vegan and vegetarian wholesome breakfasts, lunches and treats. Enjoy our colourful salad bowls with all the goodness of crunchy vegetables and zesty dressings. Get energised with our ethically sourced coffee and your choice of oat, almond, coconut and soya milk. Treat yourself to a slice of vegan cake or one of our chia fruit puddings.

#### **Staff Dining Room and coffee bar (LSE)**

Location: 5th Floor, Old Building

Opening times: **check webpage** for current opening times.

An excellent lunch-time dining service and coffee bar.



#### The Three Tuns bar (SU)

Location: Ground floor, Saw Swee Hock Student Centre

Opening times: Monday - Friday, 3pm - Late

This historic SU bar is a great place for students to both reconnect with old friends and meet new people. With a variety of events running throughout the year, there is something here for everyone.

Please check the **website** for events programme.

#### Weston Café (open for events only) & Roof Top Terrace (SU)

Location: 6th floor, Saw Swee Hock Student Centre

A fantastic place to study quietly in the day, this amazing rooftop space is available for private bookings in the evenings. With an outdoor terrace and a versatile pop-up servery this space is ideal for a varied range of activities.

For information on booking this space for group activities please see here.

#### **Wright's Bar**

**Location: Houghton Street** 

Opening times: **Monday – Friday, 7am – 6pm; Saturday, 7am – 1pm**An old-school British /Italian style cafe offering breakfasts, sandwiches and hot beverages.

#### Ye Old White Horse Pub

Location: 2 St Clement's Lane

Opening times: Monday - Saturday, 11am - 11pm

(food served 12 noon - 8pm)

Owned by LSE but independently operated, Ye Old White Horse is an intimate pub in keeping with the history of the area where all are welcome.



#### Where to eat your own food

- Centre Building, ground, 1st and 2nd floor open areas.
- Cheng Kin Ku Building, plaza, atrium (cold and pre-packaged food only), lower ground lobby (occasionally closed for private School events), 1st and 2nd floor mezzanine and communal areas.
- King's Chambers, Students' Salon (microwave and boiling water facility available).
- Library foyer, Escape Social Space (cold and pre-packaged food only). Please note eating is not permitted in the rest of the Library.
- Marshall Building, ground, 1st and 2nd floor open areas.
- Roof terraces (when not reserved for functions) Centre Building, 2nd and 6th floor; Cheng Kin Ku Building, 8th floor; Marshall Building, 1st and 8th floor; Old Building, 4th floor and Saw Swee Hock Student Centre, 6th floor.
- Sir Arthur Lewis Building basement, ground and lower ground breakout spaces.
- Saw Swee Hock Student Centre, 1st floor, Denning Learning Cafe, 2nd floor, outside Faith Centre (microwave facility available), 6th floor cafe and terrace areas, when not in use for events.





### **Water fountains on campus**

Over 70 water fountains have been provided around the campus. The majority of these are designed to allow you to refill water bottles and rinse reusable hot drinks cups. Find your nearest here:

Building	Locations	Number of fountains
Centre Building	Outside the following rooms: B1.15, G.08,1.17, 2.13.	6
	Ground floor communal area (x2) opposite G.01 and on back wall (to left of fire exit doors)	
Cheng Kin Ku Building	Lower ground floor (2), G02, G09, Mezzanine 1, Mezzanine 2	6
Clement House	Outside the following rooms: MB.02, 2.01, 3.01, 4.01, 5.01, 6.01,7.01	7
Columbia House	1.14, 3.17, 5.17 (male toilets) all labelled as drinking water. G.02, 2.18, 4.17, 6.18, 8.14 (female toilets) all labelled as drinking water. Ground floor Garrick Restaurant	9
Connaught House	1.07, 3.22, 5.23, 7.16, 8.22, (female toilets) 2.19, 4.21, 6.21, (male toilets)	8
Kings Chambers	G.02 Student Common Room	1
20 Kingsway	Ground floor, lift lobby	1

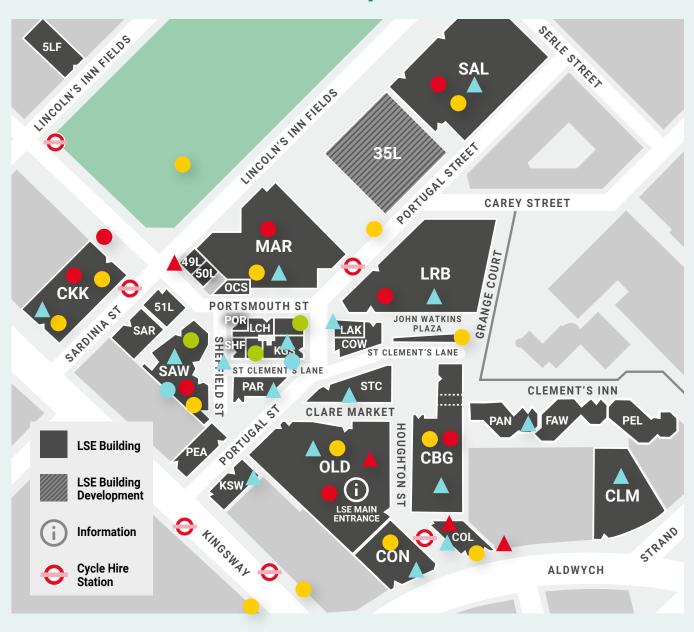


## **Water fountains on campus (continued)**

Building	Locations	Number of fountains
Lakatos Building	4.08, 5.05 Accessible to	2
	students 9am – 5pm	
Lionel Robbins	R.10, R1.16, R2.10, R.21A,	6
Building	R3.15, R4.10	
Marshall Building	B2 (opposite lift lobby and within	6
	weights area), Outside B1.15,	
	Outside G.08, Outside 1.17,	
	Outside 2.13	
Old Building	4th Floor Restaurant (2)	2
Pankhurst/	Reception area	1
Fawcett House		
reception		
Parish Hall	LG03, 1.02, 2.03	3
Saw Swee Hock	Basement, Basement	9
Student Centre	mezzanine (spiral stair lobby)	
	1st floor (Denning Café)	
	2nd floor, 3rd floor, 4th floor	
	(central circulation area)	
	4th floor within gym areas (x 2)	
	5th floor (central circulation)	
	6th floor studio	
Sheffield Street	External bottle fill (opposite	2
	SAW entrance), 4.02 kitchen	
Sir Arthur Lewis	Outside LG.18, B.20	3
Building	Bean Counter, Outside G.23	
St. Clements	S415 – Accessible toilet, S507b	2



#### **Location of food and drink on campus**



- Eat your own
- Microwave oven
- Cafes

- Pubs/Bars
- Restaurants
- Water fountains

# Accessibility at LSE

#### **Accessible LSE**

Lectures and seminars which are scheduled for inaccessible venues can be moved to accommodate students with mobility difficulties, Disability and Mental Health Service will liaise with Timetabling and the academic department.

Accessible and gender neutral toilets, in addition to other accessible features are listed on the **accessibility map**.

**AccessAble** have produced detailed access guides to the LSE campus and residences, and route maps between key locations.

Please always give priority access to staff and students with disabilities when using lifts around campus.

#### **Disability and Mental Health Service**

You can find out about the student Disability and Mental Health Service here: **Disability and Mental Health Service**.

DMHS can put in place support and recommend adjustments to the learning and teaching environment which will help remove barriers to disabled students.

Contact: 020 7955 7767 or email: disability-wellbeing@lse.ac.uk

#### **Equity, diversity and inclusion**

The School's overall work on equity, diversity and inclusion (EDI) is led by LSE's EDI Office <a href="Ise.ac.uk/edi">Ise.ac.uk/edi</a>. The EDI Team have created a <a href="guide">guide</a> for ensuring that events are accessible – whether they are in-person, or hybrid. Likewise, they can advise on accessibility of the School Estate, buildings and facilities.



LSE supports diversity, inclusiveness, equal access, equitable treatment and multicultural understanding.

Please contact the EDI Team via **edi@lse.ac.uk** if you need any advice regarding accessibility.

#### IT support for disabled students

#### **LSE Faith Centre**

The Faith Centre, found on the 2nd floor of SAW, is a unique space on campus, home to the LSE's diverse religious activities, transformational interfaith leadership programmes, wellbeing classes, and a reflective space for all staff and students away from the noise of campus life. You can find The Cave for meditation, male and female Islamic prayer and washrooms and a bookable space for all student faith societies. Jummah prayers are held on Fridays in the Venue, in the basement of SAW. The Faith Centre team is working to make the LSE campus fully faith-inclusive and we have a team of associate chaplains available to speak confidentially on any issue arising during your time at LSE regardless of faith or belief.

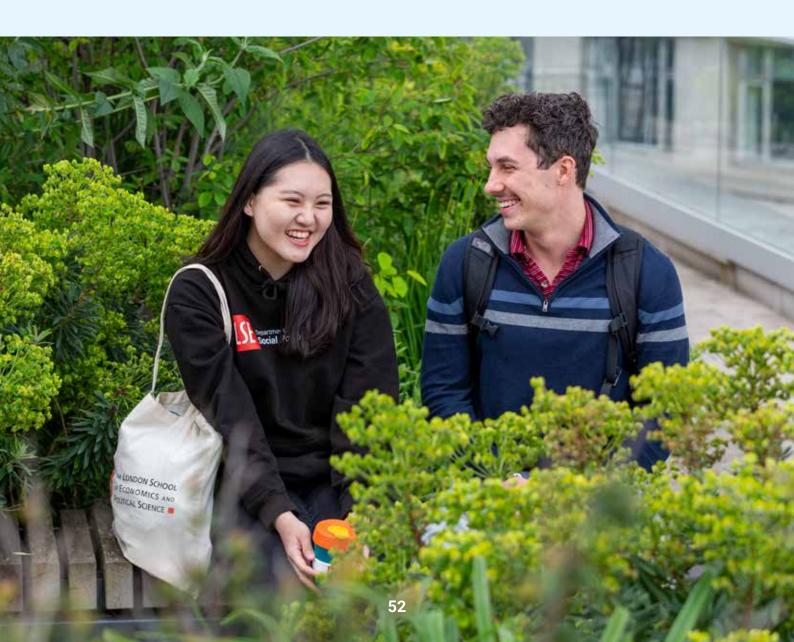
The Faith Centre is open every day from 9.30am to 5.30pm, with your LSE staff or student card needed for out of hours access. More information on what is going on in the Faith Centre and religious provision at LSE can be found online at <a href="mailto:lse.ac.uk/faithcentre">lse.ac.uk/faithcentre</a> and any questions can be emailed to <a href="mailto:faithcentre@lse.ac.uk">faithcentre@lse.ac.uk</a> or just ask at the Faith Centre reception.



#### **Student Mental Health and Wellbeing at LSE**

The Student Wellbeing and Counselling Service offers counselling, support and confidential advice to students having mental health difficulties.

Mental Health Advisers, Wellbeing Advisers, and Counsellors work across the Student Wellbeing and Counselling Service, and specialise in helping manage mental health crises, as well as supporting students with long term mental health difficulties. For more information contact <a href="mailto:disability-wellbeing@lse.">disability-wellbeing@lse.</a> <a href="mailto:ac.uk">ac.uk</a> (020 7955 7767) or visit Pethick Lawrence House 4.02 (enter via Fawcett House).





# Study space and IT facilities

#### **Studying in the Library**

The first port of call for a place to study on campus is LSE Library. Spaces and rooms are available throughout the building – primarily at its quieter perimeters. The majority of the Library's 2,500 study places are offered on a first-come first-served basis but some spaces are bookable all year round. The Library has clearly marked coloured zonal study areas which allow users to work in the way that suits them best, depending on whether they would like to work in silent or group study working areas.

LSE LIFE, located on the ground floor of the Library, is available for solo or groupwork and offers seating that you can arrange to suit your group. There are also whiteboards and power charging points available. It is not a silent area.

#### **Group study spaces**

A variety of group study areas are available throughout the School for LSE students to undertake group work. Some are bookable whilst others are available on an open access basis, see the chart on <a href="mage-57">page-57</a> for locations and how to book. The open access rooms are not available for pre-booking, but students are encouraged to use them for studying whenever they are free.

#### **Informal learning spaces**

You will find informal study spaces within most campus buildings, some are bigger and more popular, others are smaller and frequented less often, which is ideal for quiet study. Centre Building offers a variety of study spaces, providing opportunities for students to engage in different modes of informal collaborative working, offering the ability to learn and create in a fun and inspiring way.

On the ground floor there are quiet study spaces for individual work and small group huddles, nooks suitable for brainstorming ideas and casual meetings further away from the main circulation areas, where you are less likely to be disturbed. Larger group work and more transient interactions are encouraged in the open plan spaces nearer to the cafe and main entrance.



The 1st and 2nd floors offer group working areas, student break out and study zones, which you may find are quieter than the ground floor areas.

Transforming lost space is a critical part of our approach to creating innovative and inspirational learning spaces for the students at LSE.

There are a number of spaces in CLM central stairwell alcoves (floors 2-5) providing students with unique, creative and innovative areas to study, collaborate, communicate and think.

Comfortable, high backed couches with homely cushions are supported by laptop desks and power to encourage students to engage in conversation or study alone in the corridors outside the 4th floor computer rooms in FAW.

The entrance of KSW has zoned bench and lounge seating, plants, bright colours and power.

In SAL there are a number of break out spaces located throughout the basement, lower ground and ground floors which can be used by students to work or meet socially and relax.

MAR has lots of informal study spaces on the ground floor and levels 1 and 2, with an array of furniture types to enable group and individual working, all with charging facilities.

CKK offers several high quality spaces for informal study and social interaction. More soft seating can be found in the lower ground lobby and on the two mezzanine levels.

Find Recharge spaces with warm lighting, power and WiFi on the ground, 1st, 2nd and 3rd floor at the rear of OLD.

The Peacock Theatre's Dress Circle Bar has comfortable seating and study alcoves, power and WiFi and is available most weekdays (9am – 5pm) during term time – please check with staff in the foyer.

SAW has space to study or relax within the Denning Cafe on 1st floor or the Weston Cafe/roof terrace on 6th floor.



#### **Computer facilities for students**

There are over 1,000 PCs available for students to use on campus, some of which are available 24 hours a day. Additional PCs and printing facilities for students with disabilities are available in the Library and PC areas on campus. For full details please **visit DTS webpages**.

#### iRoam laptops

iRoam, the Apple Macbook Air laptop loan service, allows LSE students to borrow a fully charged laptop for use within the Library building without needing to book in advance. The laptops provide access to h: space, Office software and the internet. Visit **lse.ac.uk/iroam** for more details.

#### **Computer classrooms**

There are a number of computer classrooms equipped with PCs across campus that are used for class teaching and IT skills training. They are open to any member of the School for their individual work at other times. If you are in a computer room that is required for a class, please leave the room as quickly as possible. If a class is in progress please do not enter unless you are a member of that class.

#### **Getting help**

If you have an IT issue, query or would like to request a new service, please contact Tech Support:

- By phone: **0207 107 5000 | x5000 (24hrs)**
- By email: tech.support@lse.ac.uk
- In person: Tech Support Centre, Library 1st Floor.



You can also visit the **Laptop Surgery** for support with personal laptops and mobiles.

For details of the face to face services available in the Tech Support Centre, including opening times, please **visit DTS webpages**.

#### **Printing**

In line with the School's sustainability strategy, please think before you print! Find out how to become digital smart <a href="here">here</a>. However, if you do need to print there are printers in all the student PC areas and some computer rooms. All printing is double-sided by default. There is a charge of 3.5p per A4 side for mono printing and 10p per A4 side for colour printing. To print on any of the student printers at LSE, you will need credit on your printing account. You can add credit with cash using one of the value loaders in the Library

For more information on all our print services, including how to print from your own computer or mobile device, please visit the **DTS Printing on Campus page**.

#### WiFi

eduroam is the recommended wireless network (WiFi) in use at LSE which allows secure connectivity across campus and in halls of residence. To get connected enable WiFi, scan and select eduroam and then log in using your LSE email address and network password.

For more information about technology services at LSE, please **visit DTS webpages**.



## **Study Rooms on Campus**

Building code	Location	Capacity	Booking procedure
CKK	MG.01A/1.16/ 2.03/2.15	4-6	If room is not booked it can be used on a first come first served
SAL	B.14/B.21/G.05/ G.07/G.10/G.12/ G.13/G.21/G.22/ G.24/G.26/LG.06/ LG.09/LG.12/LG.13/ LG.19	8-12	basis. If you need to pre-book for group study as part of your academic programme please ask your department to book on your behalf via <a href="mailto:lse.roombookings@lse.ac.uk">lse.roombookings@lse.ac.uk</a> or Resource Booker

## **PC Study Spaces on Campus**

Building code	Location	Capacity	Booking procedure
CKK	1.08/2.07	14	Open Access PC Room
KSW	B.13	20	Open Access Mac desktop Room
OLD	B.25	30	Open Access Mac desktop Room
SAL	LG.01/G.18	17/14	Open Access PC Room





If you need to pre-book a study or teaching room for group study as part of your academic programme, please ask your department to book a space on your behalf via Resource Booker or <a href="mailto:less.roombookings@lse.ac.uk">lse.roombookings@lse.ac.uk</a>

For general individual study you are welcome to use study rooms and teaching rooms on a first come first served basis whenever rooms are not pre-booked. A list of daily room bookings can be found via **this link** and details of bookings will also be displayed on the door of each room.

#### **Social learning spaces**

Building code	Location	Capacity	Booking procedure	Notes
CBG	Ground floor study area	Varies	Open	EYOF*, seating and study area
CBG	1st floor study area	Varies	Open	EYOF*, seating and study area
CBG	2nd floor study area	Varies	Open	EYOF*, seating and study area
CBG	2nd, 6th 12th floor roof terraces	Varies	Open	EYOF* and study areas, dependent on functions and weather
CKK	Lower ground foyer area	Varies	Open	EYOF* and study area
CBG	2nd, 6th 12th floor roof terraces	Varies	Open	EYOF* and study areas, dependent on functions and weather
CKK	Ground floor K54	Varies	Open	Eat and study area, usage may be restricted to quiet times
CKK	Ground floor foyer area	Varies	Open	EYOF* and study area
CKK	1st floor foyer area	Varies	Open	EYOF* and sitting area



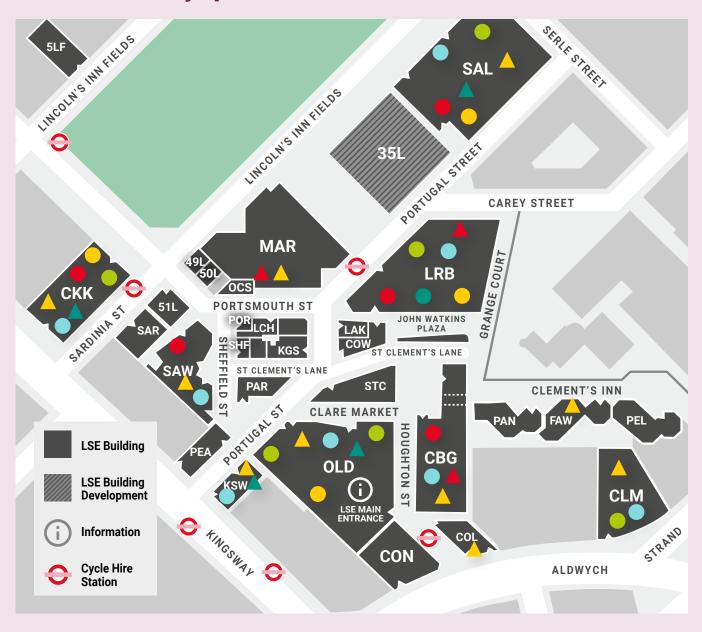
Building	Location	Capacity	Booking	Notes
code			procedure	
CKK	1st floor	Varies	Open	EYOF* and sitting
	Mezzanine			area
CKK	2nd floor Mezzanine area	Varies	Open	EYOF* and study area
CKK	8th floor foyer area	Varies	Open	EYOF* and study area, dependent on functions
CKK	8th floor roof terrace	Varies	Open	EYOF* and study area, dependent on functions and weather
CLM	Ground floor foyer area	Varies	Open	EYOF*, seating and study area
CLM	2nd, 3rd, 4th, 5th, 6th floor foyer areas (rotundas)	Varies	Open	EYOF*, seating and study area
FAW	4th floor pods	Varies	Open	EYOF*, seating and study area
KSW	Ground floor foyer area	Varies	Open	EYOF*, seating and study area
LRB	LSE LIFE – Ground floor of the Library	250	Open	Seating/tables adaptable for groups, whiteboards, power charging points
LSE Garrick	Ground floor Columbia House	Varies	Open	Within dining area, usage may be restricted to quiet times
MAR	Ground floor study area	Varies	Open	EYOF*, seating and study area
MAR	1st floor study area	Varies	Open	EYOF*, seating and study area
MAR	2nd floor study area	Varies	Open	EYOF*, seating and study area



Building code	Location	Capacity	Booking procedure	Notes
MAR	1st, 2nd, 8th floor roof terraces	Varies	Open	EYOF* and study areas, dependent on functions and weather
OLD	Ground, 1st, 2nd floor areas near lifts	Varies	Open	EYOF* and study area
OLD	4th floor restaurant area	Varies	Open	Within dining area, usage may be restricted to quiet times
OLD	4th floor roof terrace	Varies	Open	EYOF* and study area, dependent on functions and weather
Residences	All	Varies	Open	Local arrangements in each Hall
SAL	(B.20) Bean Counter	Varies	Open	Seating within dining area
SAL	(B.12)/(B.22)/ (LG.05)/(LG.21) study areas	Varies	Open	Seating and study areas
SAL	LG.05A Post-Graduate Common Room	Varies	PGT access only	EYOF*, seating and study areas Microwave and hot water
SAW	1st floor – Denning Learning Café	Varies	Open	Within dining area, usage may be restricted to quiet times.
SAW	5th floor – Careers Hub	Varies	Open	Study area
SAW	6th floor, including roof terrace	Varies	Open	EYOF* and study area dependent on functions and weather



#### **Location of study spaces and IT facilities**



- Quiet study
- Group study rooms
- Open access computer areas
- Printers

- Value loaders
- ▲ Laptop plug-in points
- Social learning spaces
- ▲ PC study rooms

## LSE Careers

Whether you already know where you want to go or you'd like to explore your options, LSE Careers is here to help you connect with your future – from working with you to understand your motivations, to providing opportunities for you to meet employers across a range of sectors.

#### How do I get started?

As an LSE student, you can use LSE Careers to access a range of careers support, from events and job opportunities to resources and careers appointments. We also provide bespoke services for Disabled students and PhD students.

Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- register for careers events to develop your skills or explore different employment sectors.
- browse jobs and internship opportunities on our jobs board.
- book a one-to-one appointment with a careers consultant.
- update your preferences to receive careers information relevant to your career interests.

Visit our website (Ise.ac.uk/careers) to:

- explore resources about choosing your next steps.
- get insights into employment sectors and recruitment processes.
- browse top tips for writing your CV and cover letters.
- access online tools for practicing interviews and reviewing your CV.
- be inspired by what LSE graduates have gone on to do.

Follow @LSECareers on <u>Instagram</u> and <u>TikTok</u> to stay up-to-date with upcoming events, expert advice and new resources.



## LSE Faith Centre

LSE Faith Centre is committed to creating an inclusive campus for students and staff of all faiths and none. Whether you want to use our space to worship, learn more about the diverse backgrounds and faith traditions of your fellow students, or participate in a variety of wellbeing activities, there's something for everyone at the Faith Centre.

#### **Faith provision on campus**

We support students of faith and faith societies in their religious observance and requirements on campus, in the classroom and beyond The <u>Faith Centre</u> spaces include Islamic prayer rooms and ablution facilities, The Cave for quiet reflection or meditation, and the Desert Room, a multi-purpose space for events, worship, and meetings.

#### **Leadership programmes**

We run extra-curricular programmes for all students. Our three modules explore the intersection of religion and critical challenges in today's world, and facilitate exploratory intersectional dialogue spaces that provide tools that support our students to discuss difficult and challenging topics to prepare them for life beyond the university. Our programme includes courses on religious imaginations, climate change, and conflict transformation. Find out more about our current Beecken Faith and Leadership programme here.

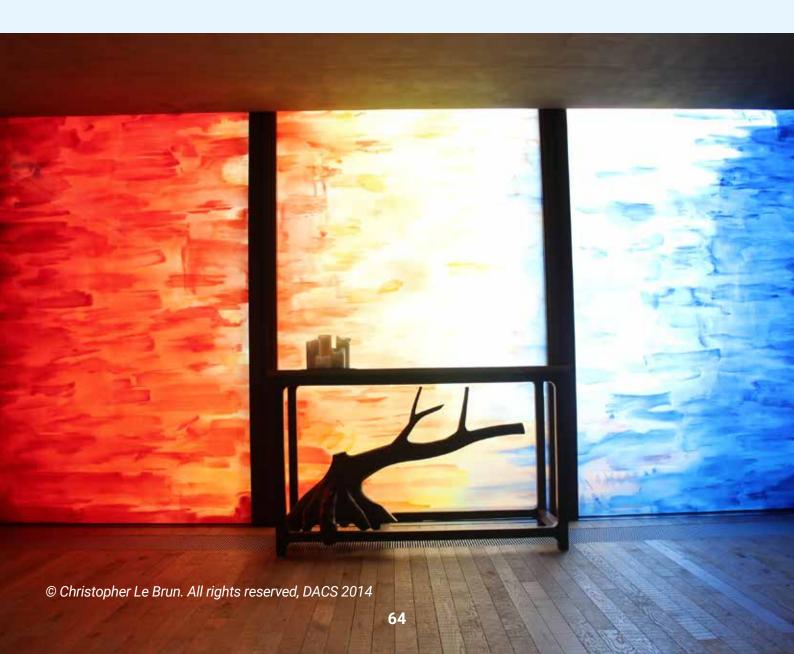


#### **Safe reporting**

We are a safe point of contact for students to report religious-based incidents of discrimination and harm to help keep our community safe. You can do this via email or come directly to speak confidentially with our team in the Faith Centre office on 2nd Floor, SAW.

#### Faith Centre (Ise.ac.uk) | faithcentre@lse.ac.uk |

Follow us on Facebook, Twitter, LinkedIn, TikTok and Instagram (@lsefaithcentre)



## LSE Generate

Welcome to Generate – the home of student and alumni entrepreneurship at LSE. This is the place to come to if you're interested in starting a business, learning entrepreneurial skills, or have a live business venture. We support socially responsible businesses at any stage of their business venture, here in the UK and across the globe via our international innovation hubs.

#### We offer:

- Access to a free co-working space, the GenDen, based on Clare Market where you can work on your business Monday-Friday from 10am-5pm with fellow entrepreneurs.
- One-to-one business support clinics with our in-house Entrepreneur in Residence who will offer you guidance at any stage of your business.
- Funding opportunities and coaching, including the chance to pitch at one of our Startup Competitions.
- Mentorship programme with our seasoned alumni entrepreneurs at the later stage of their business journey.
- A three-month part-time Accelerator Programme, tailored to early-stage businesses and offering an equity free grant, expert workshops and business support, as well as a pitch at our grand Demo Day event!
- Monthly skill development workshops and social events based on campus at the GenDen.
- Support for our community of likeminded entrepreneurs, either based in London or across the globe with international events, business building bootcamps in Lisbon, or join our monthly female founders masterminds and food & beverage founder events.

And much, much more!



#### **Get in touch:**

Check out our co-working space at the heart of LSE campus, the GenDen, based on Clare Market. You can work on your business amongst like-minded innovators during the day and attend one of our unique social and industry panel events in the evening.

Our social media is where all the action happens and where you can hear the latest on what's happening at LSE Generate. You can keep updated through the following channels:

- Through the LSE website
- Follow us on Instagram and LinkedIn at @lsegenerate
- Register with Generate to receive our monthly newsletter and join our Slack channel
- Keep an eye on all of our events throughout the year via Career Hub or directly on Eventbrite.



## LSE LIFE

LSE LIFE is the place to come to develop the skills you'll need to reach your goals at LSE – whether it concerns your academic work or other personal or professional pursuits. We are here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE.

#### We offer

- guidance and hands-on practice of the key skills you'll need to do well at LSE: effective reading, academic writing and critical thinking.
- workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world.
- a place to meet and work together with your peers on interdisciplinary group projects and research.
- support in making the transition to (or back to) university life.
- advice and practice on working in study groups and on cross-cultural communication and teamwork.
- ideas and inspiration about academic pursuits and pathways into professional life.

#### and much more ...

LSE LIFE is located on the ground floor of the Library and is your first port of call to discover what is available for you to take your learning beyond the classroom. Find out more at <u>our website</u>, where you can <u>book your place on</u> <u>a workshop</u>, check out our <u>online resources on Moodle</u>, or <u>book a one-to-one</u> <u>appointment to speak with an LSE LIFE study adviser</u>. Or just drop by at our reception desk on the ground floor of the Library.

## LSE Volunteer Centre

The LSE Volunteer Centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE. Volunteering is a great way to help develop personal and professional skills, meet new people and make a difference in your community. We are committed to making volunteering exciting and accessible, and we collaborate with students to enhance their volunteering experiences.

#### **Information and Advice**

We offer a range of ways to get involved from the start of your LSE journey, including connecting students with long-term and short-term volunteering with our hundreds of charity partners and one-off opportunities throughout term on campus. We begin each term with a Volunteering Fair, where we invite over 50 charity partners onto campus to speak directly with students. We also host a charity on campus weekly for Charity Tuesday, to spread awareness of their mission and volunteering opportunities. At any point of the year, students have access to our ongoing volunteering vacancy board, updated daily with opportunities from charity partners, or book a meeting with our Volunteer Centre Manager for one-to-one support.

#### **Volunteering Programmes**

The Volunteer Centre also runs multiple exciting voluntary programmes, including the consultancy with the Community Engagement Programme, the Research Volunteering Scheme, an initiative for volunteer researchers, and Student-Led Projects, an opportunity to develop your own volunteering project. These programmes offer students the chance to work with other students, collaborate directly with charities, and use their degree knowledge with the mentorship and support of the Volunteer Centre. These programmes are application-based, and information is available on how to apply during Autumn Term.

You can find out more, as well as the advice and support we can offer, at <a href="mailto:less-ac.uk/volunteerCentre">lse.ac.uk/volunteerCentre</a> or by following <a href="mailto:lse-ac.uk/volunteering">QLSEVolunteering</a>.

# Sports facilities

Whether you're into competitive or leisure sports, team or individual pursuits, or are simply looking for a way to stay fit and healthy, you should find something to suit your needs below:

#### **LSE Students' Union Gym**

Location: 4th floor, SAW

Opening times: Please visit our website for latest opening hours.

#### **LSE Students' Union Strength and Conditioning Suite**

Location: 1 basement floor, MAR

Opening times: Please visit our **website** for latest opening hours.

Contact: 020 7106 1378 or email: su.gym@lse.ac.uk

Website: **lsesu.com/social/gym** 

Find us: Olerande Ole

The LSESU Gym is open exclusively to LSE Students, Staff and Alumni. Based across two sites, the LSESU Level Up Fitness offers a wide variety of facilities to provide LSE students and staff with an enhanced fitness experience including the Endurance Series Cardio Range, functional training area and brand-new strength and conditioning suite. We aim to keep prices low and provide an excellent service that suits your needs. To buy membership and for more information, visit our website. All fitness classes are included. Join early to avoid disappointment!



#### LSE Students' Union activity studio

Location: 6th floor, SAW

This is used to host a number of events from club and society led events to Active Lifestyle fitness classes. Email **su.info@lse.ac.uk** for bookings.

#### LSE Students' Union rehearsal studio

Location: Ground floor, MAR

Used for sports and arts training, practice and events.

# LSE Students' Union Sports Hall, Squash Courts and recreational facilities

Based in the heart of the LSE campus, the Marshall Building is home to our multifunctional sports hall, squash courts, rehearsal studio, music practice rooms and strength and conditioning suite. At LSESU we are committed to having this space student focused and are proud to provide these spaces free for members of LSESU societies and clubs. Book via our **webpage**.



#### **LSE Sportsground**

Location: Windsor Avenue, New Malden, Surrey, KT3 5HB (a 22 minute train ride out of Waterloo)

Contact: 020 8942 1229 or email: sportsground@lse.ac.uk

LSE has 23 acres of playing fields in New Malden, Surrey. Sporting amenities include:

- Floodlit multi-use games area for netball, tennis and five-a-side football
- Seven football and two rugby pitches in the winter
- Two cricket squares and cricket nets in the summer.

The main pavilion houses changing rooms and shower facilities, as well as a balcony and veranda, dining hall and kitchen. These facilities are available for use by LSE students and staff and events such as team building, awaydays, reunions, leaving celebrations can all be catered for. External users can also hire these facilities when not in use by the LSE Athletics Union.

Visit **the Sportsground webpages** for more information.

#### Lincoln's Inn Fields netball and tennis courts

Location: Lincoln's Inn Fields - opposite the Marshall Building

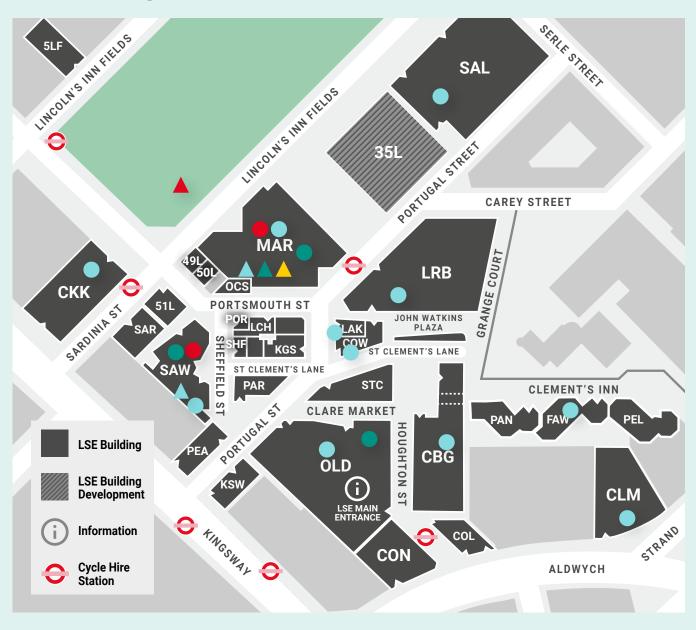
Opening times: 8am until the last hour before the park closes at dusk.

Three hard tennis courts and two netball courts are open to public and managed by the London Borough of Camden.

Book online: camdenactive.camden.gov.uk/sports/lincolnsinnfields



#### **Location of sports facilities**



- Gym
- Lockers
- Showers

- Squash courts
- Netball and tennis courts
- Activities studio
- ▲ Sports hall (multi use including badminton)



# Shops, banks and post offices

For convenient student-friendly shopping there are several shops on campus that cater for the basic needs you will have while at the School. Also listed in this section are the local banks, post offices and stores where you can get the necessary everyday provisions.

#### **The Gilded Acorn**

Location: 1 Portsmouth Street

Opening hours: Monday - Friday, 10am - 7pm (Summer); Monday - Friday, 9.30am - 5.30pm (Winter)

Contact: hello@thegildedacorn.co.uk

We sell first and second books across fiction and non-fiction. We offer 10 per cent off all new books to LSE staff and students. We also host author events, talks and signing at our store. Follow us on  $\underline{X}$  and  $\underline{Instagram}$  to keep up to date with all our news.

#### **LSE General Store**

Locations: Lincoln Chambers, 2-4 Portsmouth Street

Opening hours: Monday - Friday, 10am - 6pm, Saturday - call to check before visiting.

Contact: 020 7106 1251 or email: catering.admin@lse.ac.uk

The shop sells a huge range of LSE memorabilia and merchandise including Fairtrade and organic clothing. They also stock all your stationery needs and a selection of eco-products.



#### **LSESU Vintage and Charity Shop**

Location: Kings Chambers, Portugal Street

Opening Hours: Monday - Friday, 12-4pm (term time)

Contact: email rag@lsesu.org or instagram @lsesu\_charityshop

Donation point: Please drop any donations within the operational hours of the shop or contact us using the details above

This initiative was set up in March 2023 as a collaboration between the charity arm of LSE Students' Union - LSESU Raising and Giving (RAG) - and LSESU Sustainable Futures Society. It aims to promote sustainable practices by selling preloved clothes with proceeds going on to support LSESU RAG charity partners.

#### **ATM** (cash machines)

The nearest ATMs are Houghton Street (next to Wright's Bar), and inside the Post Office, Aldwych. Look for the (£) symbol in the lists below

#### **Banks**

#### **Around campus**

Bank of Ireland (Post Office) - 95 Aldwych WC2B 4JN 🗈

Barclays - 326-328 High Holborn, WC1V 7PE 🗈

Halifax - 51-55 Strand, WC2N 5LS 🗈

HSBC - 31, Holborn, EC1N 2HR 🗈

**Leeds Building Society** – 75 High Holborn, WC1V 6LS

Lloyds TSB - 48-49 Strand, WC2N 5LL 🗈

Metro Bank - 1 Southampton Row, WC1B 5HA 🗈

Nationwide – 415 Strand, WC2R ONS 🗈

NatWest - 38 Strand, WC2N 5JB 🗈



NoteMachine - Holborn tube station (ticket hall) Kingsway, WC2B 6AA 🗈

Santander – 164-167 Tottenham Court Rd, W1T 7JE E

**Skipton Building Society** – 71 High Holborn, WC1V 6EA

#### Pharmacists close to campus

Boots - 129-133 Kingsway, WC2B 6PP

Superdrug – 232 High Holborn, WC1V 7DA

#### Post boxes

Post Office, 95 Aldwych WC2B 4JF

Cheng Kin Ku Building, 54 Lincoln's Inn Fields, WC2A 3LJ

#### **Post Offices**

95 Aldwych, WC2B 4JF 🗈

181 High Holborn, WC1V 7RL 🖪

393 Strand, WC2R OLT (Robert Dyas basement)

The LSE Post room team are able to advise on packing and any additional documentation which may be required when sending international parcels, and give a cost estimate. Unfortunately we are not able to dispatch student letters or packages.

#### Supermarkets close to campus

Co-operative Food – 16-18 Kingsway, WC2B 6LH

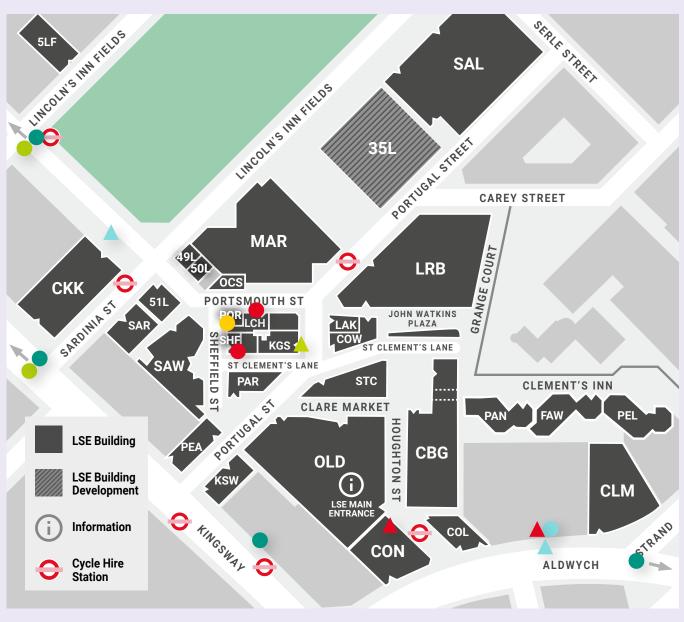
Sainsburys – 129-133 Kingsway, WC2B 6NH 🗈

Tesco Express - 125 Strand, WC2R 0AP, 232 Strand, WC2R 1DA 🗈

Waitrose - 246 High Holborn, WC1V 7EX



#### Location of shops, banks and post offices near campus



- LSE Shop
- Bookshop
- Pharmacist
- Post Office

- Supermarket
- Post Box
- ▲ ATM
- ▲ Vintage clothing shop



# Accommodation and LSE Residences

#### Residential Services Office - student accommodation

The LSE Residential Services Office allocates over 4,000 places across several central London locations. This gives students unique access to a broad variety of rooms to suit different preferences, needs and budgets. Directions to halls of residence and details on prices and room types are available **here**. Information for residents can be found **here**.

Opening times: Monday - Friday, 9am - 5.30pm

Contact: 020 7955 7531

For more information: Ise.ac.uk/student-life/accommodation/contact-us

#### **Faculty accommodation**

LSE Residential Services offer a range of accommodation for staff and visitors affiliated to the School. Available both on campus and in halls of residence, our rooms, studios and apartments are an ideal base for new and visiting staff, conference delegates and external speakers. For more information, contact **020 7955 7023** or visit our **website**.

#### LSE Vacations – a great alternative to London hotels

Our halls of residence offer good quality, centrally located accommodation to the general public during the winter, spring and summer vacations. A small number of rooms are available all year round. Staff, students and alumni receive a 20 per cent discount, ideal for friends and family coming to visit you in London. For more information or to book contact **020 3437 0050** or visit www.lsevacations.co.uk



# Planning and booking events

#### **Room bookings**

LSE Students' Union Societies and Clubs can apply for room booking privileges to book LSE rooms for their events. Once the Society/Club is fully registered with the Students' Union up to three individual committee officers can complete the School Room Bookings Training Module to gain room booking privileges.

Except for the music practice rooms, which are only bookable by Music Society members, individual LSE students cannot make room bookings. If you want to make room bookings for an academic purpose you will need to approach a member of staff in your department and ask if they can make a booking on your behalf.

#### **Events in SAW**

The Students' Union is responsible for room bookings in SAW. The basement social space "The Venue" holds up to 820 people; The Three Tuns pub can welcome 250 people and the 6th floor Weston Café can accommodate 150. The spaces can be booked for events by students, societies, LSE staff and external hirers. For all event enquiries in SAW, please contact <a href="mailto:su.events@lse.ac.uk">su.events@lse.ac.uk</a> and your email will be sent on to the bookings team.

#### **Public events**

LSE students and staff are encouraged and welcome to attend the many public events that the School organises each academic year featuring high profile speakers from across the world. The events programme attracts thousands of people to LSE every term with details available from <a href="Lse.ac.uk/events">Lse.ac.uk/events</a> – do take some time to check out what is coming up so you don't miss out! Most of our events are now available for download as podcasts and videos at <a href="Lse.ac.uk/lse-player">Lse.ac.uk/lse-player</a>, attracting audiences from across the world. As well as public events the School has a programme of arts and music events, more



details of these can be found at <a href="Ise.ac.uk/arts">Ise.ac.uk/arts</a>. Watch out also for the LSE Festival, which normally takes place in the Spring Term, information about previous festivals and next years will be available from <a href="Ise.ac.uk/festival">Ise.ac.uk/festival</a>. LSE also hosts a series of lunchtime concerts which happen each Thursday in the Shaw Library, 6th floor, OLD at 1.05pm in the Autumn and Winter Term. More information can be found at <a href="Ise.ac.uk/music">Ise.ac.uk/music</a>

#### **Poster policy**

There are notice boards in the main entrances of most campus buildings and departments/research centres. Use of these notice boards should be sanctioned by the relevant Students' Union societies/academic department/research centre and posters must be securely fastened to boards to prevent fire spread. We are trying to prevent fly posting to keep the campus tidy and therefore will remove posters not displayed in approved areas. With agreement of the Director of Facilities Management (a.blair1@lse.ac.uk) exemption can be given in the case of way-finding posters for School events eg, LSE Open Day, visit days etc. All posters should include the LSE logo and a box stating the duration of display for the poster – maximum one month. Those failing to meet these requirements will be removed.

#### **Off campus events**

Are you arranging an event for LSE students or your society? Why not consider hosting it at the LSE Sportsground at Berrylands? It is only a 22 minute train journey from Waterloo. Set in 23 acres of countryside, the pavilion boasts a dining hall with balcony and veranda and kitchen. Perfect for team building and fund raising events with a sporting theme (external catering can be arranged). See **page 71** for contact details.



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#### **Estates Division**

The London School of Economics and Political Science Houghton Street London WC2A 2AE

Email: estates.admin@lse.ac.uk

Telephone: 020 7106 1302

Ise.ac.uk/facilities

The information in this guide can be made available in alternative formats, on request. Please contact the Estates Division.

# Working together to make the campus a better place

#### **DON'T WALK PAST - REPORT IT!**

If you need a repair or notice a fault with our facilities, eg, lights not working, dripping taps, leaks, blocked toilets/sinks, trip hazards, broken locks, lift out of service, unsafe practice etc:

#### **HOW TO CONTACT US:**

#### **Estates Helpdesk:**

Monday - Friday, 8.30am - 5pm

General enquiries:

**020 7955 7956**, Ext 7956

#### **Emergency:**

020 7831 8713, Ext 2444 internal phone **#6244** 

#### Email:

estates-help-desk@lse.ac.uk

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ac.uk/staff/divisions/communicationsdivision/design-unit

LSE takes every step to ensure the safety of all students and staff.