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Welcome to the London School of Economics and Political Science.

The Estates Division is committed to providing a high quality campus for students, staff and visitors. We are in the midst of a huge investment programme to create better facilities for the LSE community. The Centre Buildings Redevelopment project is now underway and when complete in late 2018 it will provide first class teaching, learning and faculty spaces as well as new catering and event facilities.

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

More information, regular updates and new features can be found on the LSE intranet in the Services and divisions channel – lse.ac.uk/facilitiesguide

Facilities locations and pocket guides are also available on LSE Mobile smart phone application, which can be downloaded from lse.ac.uk/lsemobile

We are continually striving to provide excellent services and would encourage you to help us improve this further by giving us your feedback. Please see page 3 for details of our “Don’t Walk Past” campaign, which encourages staff and students to report any faults.

We look forward to receiving your feedback on this sixth edition, especially if we have missed something that you would find useful. We hope you will find this introduction to the LSE Campus a helpful tool.

We do hope you enjoy your time at LSE.

With best wishes.

Allan Blair
Director of Facilities Management
Email: estates.admin@lse.ac.uk
GENERAL INFORMATION

The aim of this section is to provide important information regarding campus opening times, access to buildings, fire and evacuation procedures in the event of an emergency, and booking rooms and facilities. 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 between 9am and 5pm, Monday to Friday: 32L, NAB, SAW, TW1/2 and 3.

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: 8am – 9.30pm. After 6.30pm a LSE swipe card is required for access.

Saturday – Sunday: 8am – 5pm. Access to campus buildings is by LSE swipe card or via main reception in the Old Building.

Campus access at weekends is primarily for staff only, although access is available for students to buildings where services – such as sports facilities – operate during weekends.

During holiday periods access arrangements may vary. For more information please see the security web page, a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

LIBRARY OPENING TIMES

Michaelmas term: 8am – midnight
Lent term, Easter vacation and Summer term: 24-hour opening

Please note: Library opening times can vary during the vacation and exam periods.

Please see the Library website for the latest information – a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

SIGNAGE AND WAYFINDING

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

<table>
<thead>
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<th>BUILDING</th>
<th>SHORT CODE</th>
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<tr>
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<td>1KW</td>
</tr>
<tr>
<td>95 Aldwych</td>
<td>95A</td>
</tr>
<tr>
<td>Aldwych House</td>
<td>ALD</td>
</tr>
<tr>
<td>Clement House</td>
<td>CLM</td>
</tr>
<tr>
<td>Colombia House</td>
<td>COL</td>
</tr>
<tr>
<td>Connaught House</td>
<td>CON</td>
</tr>
<tr>
<td>Cowdray House</td>
<td>COW</td>
</tr>
<tr>
<td>King’s Chambers</td>
<td>KGS</td>
</tr>
<tr>
<td>20 Kingsway</td>
<td>KSW</td>
</tr>
<tr>
<td>The Lakatos Building</td>
<td>LAK</td>
</tr>
<tr>
<td>32 Lincoln’s Inn Fields</td>
<td>32L</td>
</tr>
<tr>
<td>44 Lincoln’s Inn Fields</td>
<td>44L</td>
</tr>
<tr>
<td>50 Lincoln’s Inn Fields</td>
<td>50L</td>
</tr>
<tr>
<td>Lincolns Chambers</td>
<td>LCH</td>
</tr>
<tr>
<td>Lionel Robbins Building</td>
<td>LRB</td>
</tr>
<tr>
<td>New Academic Building</td>
<td>NAB</td>
</tr>
<tr>
<td>Old Building</td>
<td>OLD</td>
</tr>
<tr>
<td>Parish Hall</td>
<td>PAR</td>
</tr>
<tr>
<td>Peacock Theatre</td>
<td>PEA</td>
</tr>
<tr>
<td>1 Portsmouth Street</td>
<td>POR</td>
</tr>
<tr>
<td>Queens House</td>
<td>QUE</td>
</tr>
<tr>
<td>Sardinia House</td>
<td>SAR</td>
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<tr>
<td>Saw Swee Hock Student Centre</td>
<td>SAW</td>
</tr>
<tr>
<td>Sheffield Street</td>
<td>SHF</td>
</tr>
<tr>
<td>St Clements</td>
<td>STC</td>
</tr>
<tr>
<td>Tower 1, Clement’s Inn</td>
<td>TW1</td>
</tr>
<tr>
<td>Tower 2, Clement’s Inn</td>
<td>TW2</td>
</tr>
<tr>
<td>Tower 3, Clement’s Inn</td>
<td>TW3</td>
</tr>
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ROOM NUMBERING
Room numbers when shown on timetables or in publications indicate the building, the floor and the room. When 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.

AMBIENT ROOM TEMPERATURE
LSE heating is turned off in the spring (April) and turned back on in the autumn (October), depending on the weather and temperature.

In the winter rooms are heated to 20°C degrees (+/- 1°C) and in the summer rooms are cooled, where the facilities exist, to 24°C degrees (+/- 1°C).

Where installed, the cooling systems provide “comfort cooling” rather than air conditioning and do not regulate humidity. We cannot accommodate personal preferences that fall outside the above legal parameters.

If you have specific, health-related temperature requirements, in the first instance please contact your line manager who then, if necessary, can make the appropriate referral to the School’s Occupational Health service via the relevant HR Partner.

We do not provide additional electrical heaters and cooling equipment as a matter of routine as they overloads circuits and affect the Building Management System (BMS) sensors causing electrical faults.

For information and assistance please contact LSE Estates Helpdesk, estates-help-desk@lse.ac.uk or visit the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

CLOCK POLICY
Clocks are provided by Estates and in teaching rooms and communal areas they are updated twice a year in line with the summer and winter time changes. If you need help with altering a clock in an office please log a request with Estates Help Desk.
# KEEPING SAFE ON CAMPUS

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

## KEY CONTACT NUMBERS

<table>
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<th>EMERGENCY AT LSE</th>
<th>666 (020 7955 6555 from a mobile or external phone)</th>
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<td><strong>EMERGENCIES IN PUBLIC PLACES</strong></td>
<td>999</td>
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<tr>
<td><strong>LSE main switchboard (8:30am to 5:30pm, Monday to Friday)</strong></td>
<td>020 7405 7686</td>
</tr>
<tr>
<td><strong>24 hour security control room</strong></td>
<td>020 7955 6200 / 7111</td>
</tr>
<tr>
<td><strong>Estates Help Desk (8:30am to 4:30pm)</strong></td>
<td>Emergency – 020 7831 8713 or Ext 2444, or #6244 from communal phones General enquiries Ext 7956 or Ext 6415</td>
</tr>
<tr>
<td><strong>Charing Cross Police Station</strong></td>
<td>020 7240 1212</td>
</tr>
<tr>
<td><strong>Dental Practice</strong></td>
<td>020 7404 8600</td>
</tr>
<tr>
<td><strong>Disability and Well-being Service</strong></td>
<td>020 7955 7767</td>
</tr>
<tr>
<td><strong>General enquiries</strong></td>
<td>Ext 7956 or Ext 6415</td>
</tr>
<tr>
<td><strong>London Nightline</strong></td>
<td>020 7631 0101</td>
</tr>
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<td><strong>Lost Property Office</strong></td>
<td>020 7955 7988</td>
</tr>
<tr>
<td><strong>LSE Accommodation Office</strong></td>
<td>020 7955 7531</td>
</tr>
<tr>
<td><strong>LSE Nursery</strong></td>
<td>020 7107 5966</td>
</tr>
<tr>
<td><strong>LSE Porters</strong></td>
<td>020 7955 6760</td>
</tr>
<tr>
<td><strong>LSE Postroom</strong></td>
<td>020 7955 7989</td>
</tr>
<tr>
<td><strong>LSE Reprographics</strong></td>
<td>020 7955 7986</td>
</tr>
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<td><strong>LSE Counselling Service</strong></td>
<td>Students: 020 7852 3627 Staff: 020 7955 6953</td>
</tr>
<tr>
<td><strong>LSE SU Advice and Counselling Centre</strong></td>
<td>020 7955 7158</td>
</tr>
<tr>
<td><strong>LSE Treatment Clinic</strong></td>
<td>lsetreatmentclinic.co.uk</td>
</tr>
<tr>
<td><strong>NHS Direct (24 hours)</strong></td>
<td>0845 4647</td>
</tr>
<tr>
<td><strong>St Philips Medical Centre (Tower 2)</strong></td>
<td>020 7611 5131</td>
</tr>
<tr>
<td><strong>Student IT Help Desk</strong></td>
<td>020 7955 6728</td>
</tr>
<tr>
<td><strong>Staff and PGR IT Service Desk</strong></td>
<td>020 7107 5000</td>
</tr>
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</table>

## ACCIDENTS

Students should report all accidents, incidents or near misses on campus to Security or the administrators in their Departments. Staff should report such incidents to their departmental Health and Safety Co-ordinator, Departmental Manager or line manager.

If you require an ambulance, call Security on 666 (from internal phone) or 020 7955 6555. For more information on accident and incident reporting visit lse.ac.uk/intranet/LSEServices/healthandsafety/home.aspx

## BIKE SAFETY

LSE provides FREE secure bike storage in the basement of the Towers and New Academic Building; Access to the stores is with use of Staff or Student swipe card only; Avoid using...
Keeping safe on campus

the cycle racks on the streets throughout the campus; they are regularly targeted by thieves.

Take a note of your bike’s serial number (usually found on the underside of your bike frame). Use a gold rated “Soldsecure” endorsed padlock and chain or “D” lock.

BUSINESS CONTINUITY

If there is any incident or circumstances that affect the normal working of the School – which could be anything from bad weather and transport disruption to power cuts or a major fire or bomb – the School will activate procedures to ensure that staff and students are advised of the situation and what they should do as quickly as possible. A range of means of communication will be used including messages on the LSE website, text messages, “pop-up” messages on the LSE network, mass emails, plasma screen messages, notice boards and loud hailer messages. The first priority will always be to ensure the safety and wellbeing of everyone on the site. The second priority will be to implement a phased return to normal working as soon as possible.

CASH MACHINES (ATMS)

When on Campus use the cash machines situated inside the NatWest bank on the corner of Houghton Street and Aldwych or Santander in Kings Chambers, Portugal Street. Stay with friends: especially when walking at night or stopping to get money from a cash machine. Distraction thefts are common at London cashpoints. If anyone approaches you when you are using a cash machine do not be distracted; immediately cancel your transaction, remove your card and walkaway – 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. Note: in the Towers, NAB 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. 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.

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 Health and Safety Team so that a personal emergency evacuation plan can be developed for them.

For more information please see the Health and safety web pages: lse.ac.uk/intranet/LSEServices/healthAndSafety/Home

FIRE ALARM TESTING SCHEDULE

To find out when to expect the fire alarm testing in your building please check the schedule, a link to this can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

FIRST AID

A list of first-aiders on campus can be found on the Health and safety web pages lse.ac.uk/intranet/LSEServices/healthandsafety/home.aspx. If you need first-aid contact the nearest first- aider on this list or Security at the main reception of the Old Building. In an emergency Security should be contacted by using an internal telephone and dialling 666 (020 7955 6555 from an external phone or mobile), and they will then call an ambulance. If you call the emergency services directly by dialling 999 or 112, you must let Security know so that they can direct the ambulance crew to the correct location.

There are six defibrillators on campus located at the receptions in OLD, NAB, TW1, 32L, LRB and SAW (SU Gym)

KEYS/LOCKS

To request a key or lock repair, reprogramming or replacement please contact the Departmental Manager who will log a request with Estates Help Desk on your behalf.

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. Access to the room and the Laptop Safes is by use of a Staff or Student swipe card. LSE Security offers FREE – DNA Laptop Marking. This is a proven deterrent against any would-be thief. Details are held on a secure database. Every year, thousands of items of property are recovered that cannot return them to their original owners because they have no identifiable marks. DNA forensic marking allows your valuable and cherished property to be returned to you ONLY if you avail of the free marking facility we offer to you! Use
tracking software on your Laptop. There are free applications that you can download from Internet. 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 Help Desk.

LOCKERS
A user friendly and fully access controlled locker room facility with 1000 locker units is situated in the basement of the Old Building, access by LSE Staff or Student ID card only. These are allocated on a first come, first served basis. Padlocks to secure the lockers can be purchased from the SU Shop. Please do not use inappropriate padlocks (lock hasp must be a minimum 6mm in diameter). Lockers in SAW are allocated on a “first come first served” basis against a deposit for the year (September-June)

The School provides secure laptop lockers. These lockers are located in G.15 on the ground floor of Old Building. For directions please speak to the staff on duty at Old Building reception desk.

Library book lockers are available for LSE students to hire from the start of the academic session. Students are required to pay a £10 deposit for the locker hire, which is exchanged for the key at the end of the academic year. For general enquiries about book lockers please check the LSE Library website or email library.locker.enquiries@lse.ac.uk

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 the basement of Old Building in room OLD B.23. For more information and opening times please see the Property lost and found web page – a link to this can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

REMEMBER THIS IS AN OPEN CAMPUS. 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 or any other public area of the School.

SMOKING POLICY
Smoking (which includes electronic and herbal cigarettes) is prohibited inside all buildings on campus, all LSE halls of residence, **including residents’ rooms** and any other building or facility managed by the School. The prohibition extends to building entrances, including doorways, steps and ramps and external fire escape stairways and escape routes. (Ashbins positioned just outside the entrance to buildings are provided for smokers to dispose of their cigarette materials before entering the building, not for people to smoke in the entrance area.) Smoking is only permitted on open roof terraces where permanent seating is provided (OLD and SAW). Smokers using these roof terraces must not smoke within one metre of open windows or doors to prevent smoke permeating into smoke-free areas. Consideration must be given to other users of the roof terraces. Smokers must ensure that all smoking materials are extinguished and placed in the ashbin before re-entering the building. To view the full policy visit: lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/smoking.aspx

TRAVEL
If you are returning late to your residence, avoid lonely less well illuminated routes. Only ever use licensed black taxis, (displaying an illuminated “Taxi” sign at the front) or pre-order a taxi (see Transport section, page 13). Never be tempted to get into unauthorized “taxi cabs” that may solicit for business you as you walk along the street. These vehicles and drivers are unlicensed and therefore illegal. Many serious sexual assaults have been committed against passengers by the drivers of these “pirate” cabs.
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: Tower 3 (TW3), 2nd floor
Contact: 020 7611 5131

The St Philips Medical Centre is an NHS general practice staffed by doctors and nurses who provide primary medical and nursing care to registered patients and anyone who becomes ill or requires medical advice whilst within the LSE campus. The Medical Centre also provides a number of services run by visiting specialists and health practitioners. For more information about the Medical Centre and for full details on how to register as a patient at the practice, please refer to the Medical Centre website – links can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

LEACH & EDE DENTAL SURGEONS
Location: Sardinia House (SAR), 4th floor
Contact: 020 7404 8600

An independent dental practice also operates in Sardinia House 4th floor, offering preferential rates to LSE staff and students.

NURSERY SERVICE
Location: 8a Wild Street, London, WC2B 5TB
Contact: 020 7107 5966 or email: nursery@lse.ac.uk

The School recognises that many students and members of staff will need assistance looking after their children while they are at LSE. The LSE Early Years Centre is a 63 place nursery that offers full childcare provision to children of staff and students at the School, and limited spaces for parents not connected with LSE. The nursery provides care for children 0–5 years old and is open from 8.45am to 6.15pm. Places are allocated on a part-time or full-time basis through an application process. Children attending the nursery will enjoy a fun-filled day of activities to help them learn and make lots of little friends.

Emergency Childcare
Employees of the School who require back-up emergency childcare can request care at the LSE Nursery. Parents can telephone the contact number: 0207 107 5966 from 8.15am onwards.

For more information on the services offered and the discounted daily charges please see the Nursery web pages – a link to these can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

ADVICE FOR PREGNANT STUDENTS OR THOSE WITH CHILDREN
If you become pregnant or if you adopt a child while you are a student at the School you may need to seek advice about your own health, the health of your child, the management of your programme of study and any benefits and services available to you. To find out more about the services provided follow the link on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

Much of this guidance is also relevant to students with children and students whose partners are pregnant.

EXPECTANT AND NEW MOTHERS ROOM
We have a room on the first floor of Tower 3, 1.02C 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 both staff and students to use. Please note: there are no baby change facilities. Report to Towers 1/2 reception desk for access.

LSE TREATMENT CLINIC
Location: 1st floor, Tower 2, Clements Inn, London WC2A 2AZ

Contacts: Acupuncture and Reflexology
Hanya Chlala – 07789 322821

Sports Massage and Injury Rehabilitation
Laura Dent – 07946 750265

Osteopathy
Tim Hanwell – 07880 701017

For general enquiries email enquiries@lsetreatmentclinic.co.uk

Open Monday to Friday for LSE staff and students.

To find out more about the services provided and to book an appointment, visit the LSE Treatment Clinic website, a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks
1 Sustainability Team office
2 Battery Recycling
3 Books, Clothes, Stationery, Electronics (WEEE)
4 Printer toners and cartridges (laser jet only)
5 Special recycling station (CD/DVD, mobile phones, inkjet cartridges, stamps, batteries)
6 Stamps
7 Textiles
WASTE AND RECYCLING

The School has a “Zero Waste to Landfill” policy. This is achieved by working together with students, staff, visitors and contractors, to follow the “waste hierarchy” – **Reduce, Reuse, Recycle**

<table>
<thead>
<tr>
<th>Reduce</th>
<th>Waste by buying goods more efficiently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reuse</td>
<td>Unwanted items where possible, instead of disposing of them</td>
</tr>
<tr>
<td>Recycle</td>
<td>Or compost what cannot be reused</td>
</tr>
</tbody>
</table>

Send the remainder to “energy from waste” instead of landfill

RECYCLING

Everyone is responsible for separating their own waste into the correct bin. Individual desk bins will not be emptied by the cleaners.

Bin clusters are located around campus, in shared areas in halls of residence, and kitchen areas in offices. See below:

- **Mixed recycling** – **GREEN** (The “default” bin)
  - Plastic
  - Metal
  - Glass
  - Paper
  - Paper cups*
  - Juice cartons*
  *Drain liquids into the sink.
  Rule of thumb: if you can tip your food container upside down and nothing falls out, it’s clean enough for the recycling bin.

- **Paper** – **BLUE**
  - All paper
  - Envelopes
  - Thin card

- **Compost** – **BROWN**
  - All food:
    - Teabags and coffee grounds
    - Fruit and veg
    - Meat and fish
  - Soiled tissue paper
  - Wooden stirrers

- **Cardboard boxes**
  Flatten and leave folded by bins

- **Non-recyclables** – **GREY** (The “last resort” bin)
  - Crisp packets and sweet wrappers
  - Polystyrene
  - Gum

For more information on waste and recycling at LSE, visit the LSE Sustainability webpages. To report any issues with waste collection, please contact the Facilities Helpdesk on Ext 2444, or complete a service request form, links to these can be found on the Facilities Guide Useful links web page [lse.ac.uk/facilitiesguide/usefullinks](http://lse.ac.uk/facilitiesguide/usefullinks)
REUSE

If you have reusable items that you no longer want, please contact the Sustainability team to arrange for the items to be picked up and reused across campus. Personal items for reuse should be taken to charities of your choice and not disposed of on campus, with the exception of textiles and shoes.

TEXTILES
Staff and students can now donate their clothing and shoes to charity by using the textile bin in the Saw Swee Hock Student Centre (1st floor).

BOOKS
LSE runs a charity book donation scheme. To give books please arrange collection by contacting LSE Porters, email estates.porters@lse.ac.uk

FURNITURE
Removal of and requests for additional or replacement furniture can be requested by staff members only. To place a request, contact the Help Desk x2444 or use the furniture request form, a link to this can be found on the Facilities Guide Useful links web page lse.ac.uk/facilitiesguide/usefullinks

OFFICE SUPPLIES
The Sustainability team stores a limited amount of office supplies in good condition for reuse. To request or donate items please contact the Sustainability Team: lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/about/ContactUs/home.aspx

To request reusable internal envelopes from the Postroom email postal.enquiries@lse.ac.uk

HALLS OF RESIDENCE
All LSE-managed halls of residence have collection points for unwanted reusable items, known as “Relove” points.

“Reloved” items are either donated to charity, or sold at low cost to students moving into LSE halls in the next academic year.

ACCEPTED ITEMS:
Clothes, shoes and bedding (no duvets)
Books and stationery
Kitchen equipment (normal cutlery fine, no sharps)

Furniture
Toiletries and cleaning products)

Benefits:
Prevents unnecessary waste. Help students buy low-cost items when moving into halls. Helps charities working with vulnerable groups in London and around the world. Funds raised go towards environmental projects on campus.

To find out more about reuse in residences, visit: lse.ac.uk/reuseguide

GET INVOLVED IN SUSTAINABLE LSE

We are looking for staff and students who want to gain practical experience in sustainability and in doing so assist the School to improve its environmental performance.

Get involved with:
• Roof gardening
• Beekeeping
• Green Impact, a scheme to help staff take practical action to green up their offices
• Propose changes or new sustainable projects for the Team to consider
• Visit the Sustainable LSE website to find out more: lse.ac.uk/sustainablelse
• Join the debate at our blog: blogs.lse.ac.uk/sustainability
• Follow on Twitter: @SustainableLSE
• Find us on Facebook: Sustainability at LSE
OTHER WASTE STREAMS

The following items cannot be disposed of in the normal waste bins around campus. They must instead be taken to special collection points around campus, (locations indicated on the map).

CONFIDENTIAL WASTE
Contact LSE Porters for hessian sacks with security tags. When they are two-thirds full, contact the Porters to arrange for their collection. Open sacks must be locked overnight in a cupboard or secure bin.

ELECTRONIC AND ELECTRICAL ITEMS
Any waste with a battery or plug:

- Students should take items to either:
  - The Students’ Union reception
  - Halls of residence receptions

- Staff must dispose of LSE IT equipment by contacting IMT.

- Staff can contact the Porters to arrange collection of other electrical and electronic items.

- It is unlawful to send Waste Electronic and Electrical Equipment (also known as “WEEE”) to landfill, to prevent toxic materials seeping into the land.

- The School uses a company that reuses and recycles these items and their component parts, so nothing is wasted.

Find more information on waste and recycling at LSE, visit lse.ac.uk/recycle

To report any issues with waste collection, please contact the Facilities Helpdesk on Ext 2444, or complete a Service Request Form.

SPECIAL WASTE COLLECTION POINTS

Batteries / Mobile phones
- Reception, SAW Student Centre
- Security desk, New Academic Building
- Main reception, Old Building
- Estates Division reception, 1 Kingsway
- Security desk, Tower Three
- 8th floor, Connaught House
- 3rd floor, New Academic Building
- Ground floor desk, Library
- Reception, 32 Lincoln’s Inn Fields
- Receptions, LSE halls of residence

Toner and ink jet cartridges
- Reception, SAW
- Receptions, LSE halls of residence

- Staff can request collection of ink and toner cartridges from LSE Porters.

Printer toners and laserjet cartridges only
- LSE Reprographics Unit, Old Building room OLD G.28

CD and DVD
- Reception, SAW
- Lobby, Library
- Receptions, LSE halls of residence

- Staff can contact Estates Helpdesk to dispose of confidential media storage devices (CDs and DVDs, USBs, video and audio tapes, etc.)

Stamps
- Reception, SAW
- Receptions, LSE halls of residence
- Post room, Kings Chambers – KGS 55

- Staff can use internal mail to send stamps to the Post room, Kings Chambers – KGS55
Transport and Facilities for Cyclists

1. Bicycle parking
2. Showers
3. London cycle hire
4. Westminster Car Club
5. Lockers
6. Electric charging point
7. Bike Maintenance Station
8. Bike pumps
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 walking. For simple directions from each LSE hall to the campus visit the Accommodation web pages – a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks. Walking keeps you fit and active and is the best way to explore London. You will find more tips, directions and routes in the Useful links lse.ac.uk/facilitiesguide/usefullinks.

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 website: www.tfl.gov.uk.

The following London Underground (tube) stations are near the LSE campus: Holborn (Central Line), Covent Garden (Piccadilly Line), Temple (Circle 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, 4, 6, 9, 11, 13, 15, 23, 26, 59, 68, X68, 76, 77a, 91, 139, 168, 171, 172, 176, 188, 243, 341 and 521. 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 England, but also the First Capital Connect line through north London.

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

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

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

- **Liverpool Street** – past St Paul’s Cathedral and the Bank of England from the end of Fleet Street. It is quite a long walk to Liverpool Street Station so we recommend using public transport to get there. Trains to Stansted Airport.

LONDON CYCLE HIRE SCHEME
This is a public bicycle sharing scheme for short journeys in and around central London. There are three cycle hire stations on the campus: Houghton Street, Sardinia Street and Portugal Street. The bicycles are available 24 hours a day, all year round. There is no need to book and access to the bikes is self-service, so just turn up and go whenever you get the urge. The first 30 minutes of each journey are free. For more information about the scheme, hire/access fees and usage charges see the web page about the scheme on the Transport for London website: www.tfl.gov.uk/roadusers/cycling/14808.aspx.

CYCLESHEME FOR LSE STAFF
LSE facilitates a tax-free salary sacrifice scheme for the purchase of bikes for members of staff. Please visit the HR pages in the Services and divisions channel of the LSE intranet for details – a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks.
Please note: Access to the secure cycle storage and shower facilities is determined by the building access you have been assigned on your LSE swipe card.

On the campus there are 484 open access and 102 indoor cycle parking spaces with access restricted to LSE students and staff only. These facilities are monitored by the LSE Security CCTV. Please call Security on 020 7955 6200 should you need assistance. All LSE halls of residence also have cycle parking facilities.

The London Cycling Campaign also provides useful information about cycling in London and bike maintenance on their website: www.lcc.org.uk

**RECOMMENDED TAXI CABS**
Licensed Black Cabs displaying an illuminated “Taxi” sign at the front. There are several apps to help you find your nearest black cab such as Kabbee and HailO. Transport for London’s text service, Cabwise, helps you to get home safely. Just TEXT “HOME” to 60835 to get 1) taxi and 2) local licensed minicab numbers sent directly to your mobile.

### CYCLE PARKING AND SHOWER FACILITIES

<table>
<thead>
<tr>
<th>CYCLE STORAGE LOCATION</th>
<th>ACCESS REQUIREMENTS</th>
<th>NUMBER OF BIKE PARKING SPACES</th>
<th>CLOSEST SHOWER FACILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towers Basement *</td>
<td>Access with LSE ID card</td>
<td>66</td>
<td>Tower 2 Basement B.14</td>
</tr>
<tr>
<td>New Academic Building (NAB) Basement *</td>
<td>Access with LSE ID card</td>
<td>36</td>
<td>NAB Basement</td>
</tr>
<tr>
<td>32 Lincoln’s Inn Fields</td>
<td>Outdoor open access</td>
<td>84</td>
<td>32L Basement</td>
</tr>
<tr>
<td>Clare Market (outside OLD)</td>
<td>Outdoor open access</td>
<td>12</td>
<td>Old Building basement</td>
</tr>
<tr>
<td>Clements Inn (outside Towers)</td>
<td>Outdoor open access (between 6am and 10pm)</td>
<td>50</td>
<td>Tower 2 Basement B.14</td>
</tr>
<tr>
<td>Grange Court (between LRB and Royal Courts of Justice)</td>
<td>Outdoor open access</td>
<td>8</td>
<td>Lionel Robbins Building GF</td>
</tr>
<tr>
<td>John Watkins Plaza (opposite Plaza Café)</td>
<td>Outdoor open access</td>
<td>16</td>
<td>Lionel Robbins Building GF</td>
</tr>
<tr>
<td>John Watkins Plaza (opposite main entrance)</td>
<td>Outdoor open access</td>
<td>30</td>
<td>Lionel Robbins Building GF</td>
</tr>
<tr>
<td>Lincoln’s Inn Fields (corner opposite NAB)</td>
<td>Outdoor open access</td>
<td>56</td>
<td>NAB Basement</td>
</tr>
<tr>
<td>Peacock Theatre / Parish Hall</td>
<td>Outdoor open access</td>
<td>30</td>
<td>SAW 4th floor</td>
</tr>
<tr>
<td>Portugal Street (opposite George IV pub)</td>
<td>Outdoor open access</td>
<td>20</td>
<td>Lionel Robbins Building GF</td>
</tr>
<tr>
<td>Portugal Street (outside LRB)</td>
<td>Outdoor open access</td>
<td>38</td>
<td>Lionel Robbins Building GF</td>
</tr>
<tr>
<td>Sardinia Street (opposite NAB)</td>
<td>Outdoor open access</td>
<td>18</td>
<td>NAB basement</td>
</tr>
<tr>
<td>Saw Swee Hock Student Centre (SAW)</td>
<td>Outdoor open access</td>
<td>20</td>
<td>SAW 4th floor</td>
</tr>
</tbody>
</table>

* features bike maintenance station
WESTMINSTER CAR CLUB
If you absolutely cannot avoid driving while in London, there are green ways to do this. Westminster City Council has partnered with Zipcar to give you access to cars parked across the city. This initiative aims to reduce emissions and congestion in central London. It’s better than having your own car, as fuel, insurance, the Congestion Charge and 40 free miles are all included in low hourly and daily hire rates. On campus you can pick up a car from Portugal Street (behind 32 Lincoln’s Inn Fields). To find out more visit the City of Westminster Car Club web page: westminster.zipcar.co.uk

ELECTRIC RECHARGING POINT
Anyone with an electric vehicle can use the recharging points on Lincoln’s Inn Fields and Sardinia Street (No 6 on the map). To find out more go to www.sourcelondon.net

BIKE MAINTENANCE STATIONS
Bike maintenance stations are available for LSE students and staff to fix their own bikes on campus. They contain secured bike tools and a pump, as well as a stand to support the bike for easy repairs. All repairs you make to your bike are at your own risk – so make sure you don’t lose any of those little screws!

There are two bike maintenance stations, located in the secure cycle storage areas in the NAB basement, and the Towers basement.

The bike maintenance stations were financed through the LSE Sustainable Projects Fund and were the brainchild of LSE student Oliver Lyasght, a keen cyclist.
1. Communal space
2. Roof terraces
3. Faith Centre
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 space in central London.

In addition to the surrounding green space we are also “greening” the campus by enhancing the biodiversity value of the urban environment. We have installed a green roof on the 3rd floor of Saw Swee Hock Student Centre and another on top of the Plaza café (see below), a brown roof on Connaught House, a green wall on the Old Building and are even making use of window sills to install green window boxes. We have a resident beehive and a roof top garden managed by the Roof Top Garden Group. If you are interested in getting involved find out more at Sustainable LSE – a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

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 interactive social space in the Library foyer is ideal for relaxing, eating and chatting on your mobile during breaks from studying. Please place your unwanted items, especially food waste, in the communal recycling stations provided before entering the main Library.

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, its own café with a green roof!

32 LINCOLN’S INN FIELDS
The newly refurbished building, formerly home to the Land Registry, has 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 PhD common room on the lower ground floor (LSE swipe card access) that is an inviting space to chill out. The building has wireless facilities throughout.

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.

LSE ROOF TERRACES
In addition to the roof terraces on Saw Swee Hock Student Centre, the New Academic Building and the Shaw Library, good weather and roof-top views across London can also be enjoyed from the 4th floor of the Old Building. Continuing the LSE tradition of using our rooftops 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.
MUSIC PRACTICE ROOM
The Music Practice Room adjoins the Shaw Library and contains various musical instruments for students and staff to use, whether for pleasure or for practice towards a performance. To use this room you need to be a member of the LSE SU Music Society.

NEW ACADEMIC BUILDING COMMUNAL AREAS
The New Academic Building offers several high quality spaces for social interaction. The central atrium is the nucleus of the building. It is a light filled, triple height space with gallery levels above to all sides. It is the key point of orientation and visual connection throughout the building. More soft seating can be found in the lower ground lobby. The 8th floor pavilion and roof terrace with biodiversity planting are also available when not reserved for meetings/private functions.

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 are eligible to purchase up to two tickets per show from a limited number of £8 tickets at the rear of the stalls for all shows – but book early to avoid disappointment! Alternatively, if you decide to take in a show on the spur of the moment students can purchase the best available seats from £17.50, up to an hour before a show starts (one per person) – subject to availability and on production of your student ID.

SAW SWEE HOCK STUDENT CENTRE
Occupied in January 2014, this is the first new building on campus in over 40 years. It has transformed student life by bringing together the Students’ Union and other services such as the School’s Careers Service, as well as space for societies, media rooms and social areas.

The basement social space “The Venue” has the capacity to hold 820 people. The Three Tuns pub can welcome 250 people. The first floor Denning Learning Café has seating for 150 and the 6th floor café can accommodate 30.

The Activities Resource Centre (ARC) on the first floor is the hub for sports clubs and student societies, providing facilities for them as well as for individuals looking to join, set up or develop activities of their own. The media centre, also situated on the second floor, brings together all SU media into one space including The Beaver, Pulse Radio, LooSE TV and Clare Market Review.

LSE FAITH CENTRE
The faith centre, situated on the second floor, has an interfaith social space, male and female Islamic prayer rooms, a multi-faith prayer room and a Chapel. The centre is open all day and everyone is welcome, you do not need an LSE card to enter.

We hope you enjoy using the many facilities on offer within this award winning building, the newest addition to our growing campus.
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, which are booked via the Conferences and Events Office.

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 Michaelmas and Lent terms.

Further details about all the facilities available in the Shaw Library can be obtained from Francesca Ward (email f.ward@lse.ac.uk) or Joanne Taplin-Green (email j.taplin-green@lse.ac.uk).

STUDENTS’ SALON
This is a designated common room for the use of all LSE students with swipe card access control. Located on the ground floor of King’s Chambers, the Salon can be accessed between 8am and 10pm.

THE NORTHBANK BUSINESS IMPROVEMENT DISTRICT (BID)
The Northbank Business Improvement District (BID) was created by the local business community, including LSE, to improve the look and feel of the area, promote the cultural offerings, encourage a stronger business network and enhance the Northbank’s appeal as a top destination. LSE is closely involved in the ambitious commercial goals of the Northbank BID and comprehensive public realm improvements for the area.

The area is a rich mix of contemporary culture and historical splendour at the very heart of London spanning Trafalgar Square, Strand and Aldwych. The Northbank offers a wealth of landmark attractions and hidden gems to explore and enjoy, and a range of opportunities for the thousands of people living, working and visiting the area on a daily basis; from world-class hospitality to unrivalled entertainment.

Serene garden locations offer perfect outdoor study spots and places to relax. The Strand is a hub of activity where students can socialise with new friends and the shops offer daily essentials or ever-loyed fancy dress accessories!

For students and staff, enjoyment of their working environment is essential. Renowned galleries and museums mingle with iconic landmarks, world famous events and locations steeped in history.

Find out more on: www.thenorthbank.london. The BID team is always here to answer any queries or discuss suggestions; please contact us on 0203 697 9273 or info@thenorthbank.london.

Or catch us on Twitter: @TheNorthbankBID / Facebook: www.facebook.com/NorthbankBID / LinkedIn: http://ow.ly/zVUQu

Social and Green Spaces • 19
1. Water Fountains
2. Eat your own
3. Cafés
4. Restaurants
5. Pubs/Bars
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 reducing the amount of packaging from takeaways and use the communal recycling stations provided around campus to dispose of the packaging and food waste.

Please note: the opening times listed below are for term time. Please see the Catering Services web pages in the Services and divisions channel of the LSE intranet – a link to these can be found on the Facilities Guide Useful links web page: [lse.ac.uk/facilitiesguide/usefullinks](https://lse.ac.uk/facilitiesguide/usefullinks) or check at the venues for any amendments to these during vacations.

Pay on your LSE ID card with sQuid and you’ll be eligible for discounts on selected offers and you’ll be helping charitable causes supported by LSE Catering.

Your LSE ID card with sQuid can be used instead of cash to make convenient and secure contactless payments in LSE Catering outlets as well as SU outlets in SAW.

Simply register your card at [www.squid.com/lse](http://www.squid.com/lse), load it with funds and start using it to support good causes.

**LSE SMART MUG**

Purchase a reusable LSE Smart Mug from selected LSE Catering outlets and receive a free hot drink. The mugs cost £8.50 and are sold and accepted in LSE Garrick, 4th Floor Café Bar, Café 54, Mezzanine Café, The Bean Counter and SDR Café Bar (members only).

**LSE COLD DRINKS BOTTLE**

Eco friendly, collapsible cold drinks bottle available to purchase from LSE Catering outlets for only £5.50. Holds up to 500ml of liquid but when empty can be squished up to fit into your pocket or handbag!

**4TH FLOOR LSE RESTAURANT**

Location: 4th floor, Old Building, Houghton Street

Opening times: Monday – Friday, 9am – 7pm

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, made to order stir fries and pizzas. Spacious and bustling with access to the roof terrace seating area.

**4TH FLOOR LSE CAFÉ BAR**

Location: 4th floor, Old Building, Houghton Street

Opening times: Monday – Friday, 11am – 6pm

Popular for its great made to order deli sandwiches and organic sweet goodies. A great place to catch up with friends whilst enjoying one of our speciality teas, barista coffees or our amazingly, healthy made to order fresh juices or smoothies.

**LSE BEAN COUNTER**

Location: basement, 32 Lincoln’s Inn Fields

Opening times: Monday – Friday, 8.30am – 4.00pm

Contemporary café offering speciality hot and cold drinks, including freshly squeezed juices and made to order smoothies. Food options include freshly made sandwiches on artisan breads and delicious salads, a selection of tasty hot snacks and pastries, fresh fruit and yogurt pots and tempting cookies and cakes.
LSE CAFÉ 54
Location: ground floor, New Academic Building
Opening times: Monday – Friday, 8.30am – 6pm

Open to everyone, all year round this is the ideal place to “grab and go” from a wide selection of hot and cold drinks, sandwiches and salads, hot snacks and light meals. Upbeat and lively, a great place to pick up your caffeine fix any time of day.

SU DAILY GRIND
Location: Reception area Towers One and Two
Opening times: Monday - Friday, 8.45am – 3.30pm (term time)

Offering fair trade coffee and tea together with a large selection of fair trade snacks. We only sell One water, which is a charity organisation http://www.onedifference.org/

SU DENNING LEARNING CAFÉ
Location: 1st floor, Saw Swee Hock Student Centre (SAW)
Opening times: Monday – Friday 10am – 5pm

Offers a relaxed environment where students can pick up a coffee, sandwich and selection of cakes and pastries. It has a broad menu of hot and cold food, including pizzas, pies, fresh smoothies and protein shakes and also has 24 open access PC’s and seating for approx. 150.

LSE GARRICK
Location: corner of Houghton Street/Aldwych
Opening times: Monday – Friday, 8am – 7pm

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 and freshly baked pastries. Visit Downstairs in the Garrick to kick start your day with one of our superb, cooked to order breakfasts. At lunchtime enjoy delicious quality home cooked meals and special salads.

LSE MEZZANINE CAFÉ
Location: mezzanine floor, New Academic Building
Opening times: Monday – Friday, 10.30am – 4pm

Take a break in this quiet, laid back area while enjoying a barista coffee, delicious smoothies and very moreish cookies and cakes.

LSE PLAZA CAFÉ
Location: John Watkins Plaza
Opening times: Monday – Thursday, 9am – 9pm; Friday, 9am – 6pm; Saturday – Sunday, 12 noon – 6pm

Conveniently located near the library this is the ideal place to take a break and refuel while studying. Enjoy hot and cold drinks, light snacks, fantastic range of sandwiches and sweet treats.

LSE STAFF DINING ROOM AND COFFEE BAR
Location: 5th Floor, Old Building
Opening times: Monday – Friday, 10am – 4.30pm (coffee bar); Monday – Friday, 12.30pm – 2.15pm (dining room)

An excellent lunch-time dining service and coffee bar for members of the Senior Common Room.

SU SHOP
Location: Lincoln’s Chambers, 2-4 Portsmouth Street
Opening times: Monday – Friday 9am – 6pm, Saturday 10am – 4pm

Offering a wide range of “grab and go” food and drink.

SU THREE TUNS
Location: Ground floor Saw Swee Hock Student Centre (SAW)
Opening times:
Monday – Thursday 11am – 11pm; Friday 11am – 3am

The historic bar of the SU now has a brand new location. It offers a broad selection of drinks and a place for students to sit and relax during the day. The bar itself is the only place on campus showing live football weekly via a large
The Tuns also has a brand new 800+ capacity nightclub in the basement hosting weekly student events.

**SU WESTON CAFÉ**  
**Location:** 6th floor, Saw Swee Hock Student Centre (SAW)  
**Opening times:** Monday – Friday 10am – 5pm  
Offers a relaxed environment with a stunning roof terrace featuring panoramic views of London. It also has a broad menu of pastries and cakes, eat in or takeaway coffee and fresh smoothies and protein shakes.

**WRIGHT’S BAR**  
**Location:** Houghton Street  
**Opening times:** Monday – Friday, 7am- 6.30pm; Saturday, 7am – 1.30pm  
An old-school British style café offering breakfasts, sandwiches and hot beverages.

**COOPERS RESTAURANT AND BAR**  
**Location:** 49a Lincoln’s Inn Fields  
**Opening times:** Monday – Friday, 12 noon – 11pm  
Located on the corner of Portsmouth Street, Coopers houses a restaurant with full table service and a wine bar.

**FIELDS BAR AND KITCHEN**  
**Location:** next to tennis courts, Lincoln’s Inn Fields  
**Opening times:** Open seven days per week, subject to the park’s seasonal hours  
Boasting two outdoor terraces, an open kitchen and a wood fired oven, the modern wood-clad restaurant is the perfect spot to enjoy a relaxed lunch of freshly baked pizzas and salads. LSE staff and students can enjoy a 25 per cent discount on food.

**GEORGE IV**  
**Location:** corner of Portugal Street and Portsmouth Street  
**Opening times:** Monday – Friday; 12pm – 11pm  
The LSE’s very own traditional pub with an array of real ales, cold beers, wines and spirits. There’s also a selection of “pub grub” on offer throughout the day.

**YE OLDE WHITE HORSE**  
**Location:** Portugal Street  
**Opening times:** Monday – Friday, 11am – 11pm (food served 12pm – 9pm); Saturday, 12pm – 11pm  
Independently owned, the Ye Olde White Horse is an intimate pub in keeping with the history of the area where all are welcome.

**VENUE HIRE**  
For LSE staff and business customers it is possible to hire conference space at the School and a variety of catering services are available for conferences, events, business meetings and private dining. For more information on hiring space for an event please contact the Conferences and Events Office on 020 7955 7087 or email event.services@lse.ac.uk; and for details of the catering options available please contact LSE Catering on 020 7852 3732 or email a.charalambous@lse.ac.uk

The Three Tuns, as well as the Venue beneath can be hired from the SU by students, SU societies and Athletics Union clubs. Please
email Ian Kinnear i.kinnear@lse.ac.uk for more information. See Planning and Booking Events section page 38-39.

WHERE TO EAT YOUR OWN FOOD
There are a number of communal places on campus where you can eat your own food or meet with friends who have purchased food elsewhere. Please remember to take your packaging to the nearest recycling station.

• Students’ Salon (King’s Chambers) (microwave facility available)
• Roof terraces (4th floor, Old Building; 8th floor, New Academic Building and 6th floor Saw Swee Hock Student Centre (when not reserved for functions).
• New Academic Building plaza
• New Academic Building atrium (cold and pre-packaged food only)
• New Academic Building lower ground lobby (occasionally closed for private School events)
• Escape Social Space in the Library foyer (cold and pre-packaged food only). A cold drinks machine is situated here. Please note eating is not permitted in the rest of the Library.
• New Academic Building 2nd floor mezzanine (above the Mezzanine Café)
• New Academic Building communal areas on the 1st and 2nd floors (excluding the Mezzanine Café)
• 32 Lincoln’s Inn Fields basement, ground and lower ground break out spaces

WATER FOUNTAINS ON CAMPUS
Fifty eight water fountains have been provided around the campus. The majority of these are designed to allow you to refill water bottles and rinse LSE Smart Mugs.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATIONS</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clement House</td>
<td>outside the following rooms: CLM7.01 ,CLM6.01, CLM5.01, CLM4.01, CLM3.01, CLM2.01 (female toilet), CLM.MB.02</td>
<td>7</td>
</tr>
<tr>
<td>Columbia House</td>
<td>B.01, 1.01, 3.01, 5.01, 7.01 (male toilets) G.02, 2.01, 4.01, 6.01, 8.01 (female toilets)</td>
<td>10</td>
</tr>
<tr>
<td>Connaught House</td>
<td>8.22, 7.16, 5.24, 3.22, 1.07 (female toilets) 2.09, 6.21, 4.22 (male toilets)</td>
<td>8</td>
</tr>
<tr>
<td>Kings Chambers</td>
<td>B.04 basement, next to gents toilet K57 Student Common Room</td>
<td>2</td>
</tr>
<tr>
<td>32 Lincoln’s Inn Fields</td>
<td>outside G.23 ground floor, outside LG.18 lower ground floor, LG.05a 5th floor, B.20 Bean Counter basement</td>
<td>4</td>
</tr>
<tr>
<td>Lionel Robbins Building</td>
<td>R116 1st floor, R210 2nd floor, R318 3rd floor</td>
<td>3</td>
</tr>
<tr>
<td>Lakatos Building</td>
<td>3.06 Kitchen area 3rd floor, 4.08 4th floor, 5.05 5th floor</td>
<td>3</td>
</tr>
<tr>
<td>New Academic Building</td>
<td>G09 Ground floor East, G02 Ground Floor West, Mezzanine 1, Mezzanine 2, Lower Ground floor (2)</td>
<td>6</td>
</tr>
<tr>
<td>Old Building</td>
<td>4th Floor Restaurant (2), 4th Floor Café/bar, B.08 Badminton Court basement</td>
<td>4</td>
</tr>
<tr>
<td>Saw Swee Hock Student Centre</td>
<td>Basement, spiral stair lobby, Basement mezzanine, spiral stair lobby, 2nd floor central circulation area, 3rd floor central circulation area, 4th floor within gym areas (x 2), 5th floor central circulation area, 6th floor, studio</td>
<td>8</td>
</tr>
<tr>
<td>Sheffield Street</td>
<td>4.02 4th floor kitchen</td>
<td>1</td>
</tr>
<tr>
<td>St. Clements</td>
<td>S415 4th floor – DDA toilet</td>
<td>1</td>
</tr>
<tr>
<td>Tower 1/2 Reception</td>
<td>Reception area</td>
<td>1</td>
</tr>
</tbody>
</table>
EQUALITY AND DIVERSITY

LSE FAITH CENTRE
The LSE Faith Centre is based on the second floor of the Saw Swee Hock Student Centre, with lift access available. It is a suite of rooms, including a large room for events, a social space, a quiet area for prayer and meditation and male and female Muslim prayer rooms, as well as the Chaplain's office. All staff and students are welcome to use the Faith Centre as a space for prayer and religious worship, for interfaith dialogue and as a place for quiet reflection on a hectic campus. The Faith Centre is also used by different LSESU faith societies for worship and discussion. Jummah prayers are held on Fridays at 1:15pm at the Venue, in the basement of the Saw Swee Hock Student Centre. More information on what is going on in the Faith Centre and religious provision at LSE can be found online at www.lse.ac.uk/faithcentre and any questions can be emailed to faithcentre@lse.ac.uk. The Faith Centre will be open all day and everyone is welcome, you do not need an LSE card to enter.

DISABLED ACCESS TO CAMPUS BUILDINGS
The School’s Student Disability and Well-being Service is located in the Old Building, ground floor, room OLD G.23. It provides guidance and information about services for disabled students. Any inaccessible activity will be moved to accommodate students with mobility difficulties, Disability and Well-being Service staff can advise. Disabled people are involved in decision making around changes to the estates, as part of project planning and via The Network of Disabled Staff and Students. For more information and an accessibility campus map please see the disabled access information link on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

SPECIALIST FACILITIES
Following extensive discussions with the Network of Disabled Staff and Students (NODSS), LSESU LGBT Alliance and Spectrum, it was agreed that accessible facilities would be re-assigned as gender neutral facilities by the LSE Estates Division. To find the exact locations of these facilities please see the gender neutral facilities information on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks
Quiet study
Group Study Rooms
Open access computer areas and rooms
Printers
Value loaders
Scanners
Laptop plug in points

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4
5
6
7

Study Spaces and IT Facilities
STUDY SPACE AND IT FACILITIES

The first port of call for a place to study on campus is the LSE Library and spaces are available throughout the building – primarily at its quieter perimeters. The majority of the Library’s 1,740 study places are offered on a first come first served basis. In the period leading up to and during exams, LSE students can book Library study spaces via LSE for You.

Individual study spaces and group study rooms can also be booked by LSE students via LSE for You for up to six hours per day – a link to the booking form in LSE for You can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks

The Library has three 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, quiet or group study working areas.

See the chart on page 29 for details of study rooms, seminar rooms and group meeting spaces.

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. For live updates on PC availability please check the plasma screens in building foyers or visit findapc.lse.ac.uk. Additional PCs and printing facilities for students with disabilities are available in the Library and PC areas on campus. Please see lse.ac.uk/imt/campuscomputers for details of computer facilities on campus.

IROAM LAPTOPS

iRoam, the Macbook Air laptop loan service, allows 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. Weekly timetables of room bookings are posted outside each computer room.

GETTING CONNECTED

To access the School’s IT facilities you must have a LSE username and password.

Once connected to the network, you can access LSE resources such as your LSE email account; personal file space (H: space); LSE printers; electronic Library resources; and free anti-virus and security tools.

To activate your IT account, please visit lse.ac.uk/imt/activate-account. If you have problems activating your account please visit the IT Help Desk for taught students or the Walk In Centre for staff and PGRs, both located on the first floor of the Library, taking your LSE swipe card with you.

eduroam, the LSE wireless network, covers most of the campus including the Library, major lecture theatres and public areas. For instructions on how to connect your laptop or mobile device to the LSE wireless network see lse.ac.uk/imt/eduroam.

Students can also activate their internet connection from their study bedroom in LSE halls of residence.

When away from LSE you can still connect to LSE resources remotely. See lse.ac.uk/imt/remote for more information.

GETTING HELP

Student Help Desk

Taught students should contact the IT Help Desk for network questions, email issues and general IT queries.

Visit: Library 1st Floor Walk In Centre
Email: it.helpdesk@lse.ac.uk
Tel: 020 7955 6728 (24 Hrs)
Open: Term time: Mon-Fri, 9am to 7pm
Sat-Sun: 11am to 6pm (Term time and Easter Vacation)
Staff/PGR Help Desk
Staff and PGR students can visit the IMT Walk In Centre for face to face IT enquiries, to collect IT equipment and software, and to create new user accounts.

Visit: Library 1st Floor Walk In Centre
Email: it.servicedesk@lse.ac.uk
Tel: 020 7107 5000
Open: Mon-Fri, 9.30am to 5.30pm

Laptop Surgery
Visit the Laptop Surgery for support in connecting your own laptop or mobile device to the LSE Network.

Visit: Library 1st Floor Walk In Centre
Email: it.helpdesk@lse.ac.uk
Open: Term time: Mon-Fri: 10am to 4pm (after the first part of each term, the Surgery closes at 2pm)
Vacation: Mon-Fri: 11am to 1pm

GROUP STUDY ROOMS
A variety of group study areas are available throughout the School for LSE students to undertake group work. Some are bookable through lse.ac.uk/library/usingTheLibrary/usingTheSpaceAndFacilities/studyRooms.aspx whilst others are available on an open access basis. Where bookable, certain rooms can be in very high demand so groups can generally book a maximum of two hours per day and bookings will be made on a first come, first served basis. The open access rooms are not available for pre-booking, but students are encouraged to use them for studying whenever they are, see the chart on page 29 for locations.

IT SUPPORT FOR DISABLED STUDENTS
IMT is committed to the provision of facilities and support for disabled students and staff, to ensure equality of access to services. Additional PCs and printing facilities for disabled students are provided in the public computer areas in the Library. Other facilities are available in three dedicated PC rooms on campus. We also provide one-to-one support for disabled staff and students who wish to become familiar with adaptive technologies and software. Visit lse.ac.uk/imt/accessibility for more information.

MORE INFORMATION AND IT RESOURCES FOR STAFF
For more details of what IMT offer LSE students and full details of the IT support and resources on offer to LSE staff please visit the IMT website: lse.ac.uk/imt

PRINTING
There are printers in all the student PC areas and PC classrooms. All printing is double-sided by default. There is a charge of 4p per A4 side for black and white printing and 30p 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 in the following ways:
• online using the LSE Wallet
• by cash or card at the Library Copy Shop (located on the ground floor of the Library)
• with cash using one of the value loaders on campus, visit lse.ac.uk/imt/campuscomputers to find locations.

You can also print to an LSE printer from your own computer or mobile device. Printing and scanning advice can be found on the IMT website: lse.ac.uk/imt/printing

UNIVERSITY OF LONDON RESEARCH LIBRARY SERVICES (ULRLS)
LSE students are eligible to use the library services of the University of London – including the extensive collections at Senate House. For more information see the ULRLS website.
<table>
<thead>
<tr>
<th>BUILDING CODE</th>
<th>LOCATION</th>
<th>SEATING CAPACITY</th>
<th>BOOKING PROCEDURE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>32L</td>
<td>LG.05a</td>
<td>40</td>
<td>Open</td>
<td>Post Graduate common room with tea making facilities</td>
</tr>
<tr>
<td>32L</td>
<td>B.10 / G.07 / LG.09</td>
<td>10</td>
<td>Open</td>
<td>Seminar rooms</td>
</tr>
<tr>
<td>32L</td>
<td>G.02</td>
<td>14</td>
<td>Open</td>
<td>Seminar room</td>
</tr>
<tr>
<td>32L</td>
<td>G.21 / G.22</td>
<td>8</td>
<td>Open</td>
<td>Seminar rooms</td>
</tr>
<tr>
<td>32L</td>
<td>LG.15</td>
<td>16</td>
<td>Open</td>
<td>Seminar room</td>
</tr>
<tr>
<td>32L</td>
<td>LG.20</td>
<td>18</td>
<td>Open</td>
<td>Seminar room</td>
</tr>
<tr>
<td>LRB</td>
<td>R05 / R05D / R023</td>
<td>2-6</td>
<td>LSEforYou</td>
<td>1 PC available</td>
</tr>
<tr>
<td>LRB</td>
<td>R06</td>
<td>2-8</td>
<td>LSEforYou</td>
<td>1 PC available</td>
</tr>
<tr>
<td>LRB</td>
<td>R07</td>
<td>15</td>
<td>Open</td>
<td>4 PCs available</td>
</tr>
<tr>
<td>LRB</td>
<td>R09 / R127</td>
<td>2-8</td>
<td>LSEforYou</td>
<td></td>
</tr>
<tr>
<td>LRB</td>
<td>R021 / R022 / R025 / R100 / R102</td>
<td>2-6</td>
<td>LSEforYou</td>
<td></td>
</tr>
<tr>
<td>LRB</td>
<td>Escape area by main entrance</td>
<td>36</td>
<td>Open</td>
<td>Break area where food may be consumed</td>
</tr>
<tr>
<td>LSE Garrick</td>
<td>GF Columbia House</td>
<td>Varies</td>
<td>Open</td>
<td>Within dining area, usage may be restricted to quiet times</td>
</tr>
<tr>
<td>NAB</td>
<td>LG foyer area</td>
<td>Varies</td>
<td>Open</td>
<td>Eat your own food and study area</td>
</tr>
<tr>
<td>NAB</td>
<td>Ground floor Café 54</td>
<td>62</td>
<td>Open</td>
<td>Eat and study area, usage may be restricted to quiet times</td>
</tr>
<tr>
<td>NAB</td>
<td>GF foyer area</td>
<td>Varies</td>
<td>Open</td>
<td>Eat your own food and sitting area</td>
</tr>
<tr>
<td>NAB</td>
<td>1.03 and 1.16</td>
<td>4</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>NAB</td>
<td>1st floor foyer area</td>
<td>Varies</td>
<td>Open</td>
<td>Eat your own food and sitting area</td>
</tr>
<tr>
<td>NAB</td>
<td>1st floor Mezzanine Café</td>
<td>15</td>
<td>Open</td>
<td>Eat and study area, usage may be restricted to quiet times</td>
</tr>
<tr>
<td>NAB</td>
<td>2.03 and 2.15</td>
<td>4</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>NAB</td>
<td>2.17 and 2.18</td>
<td>5</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>NAB</td>
<td>2.19</td>
<td>23</td>
<td>Open</td>
<td>Quiet study area</td>
</tr>
<tr>
<td>NAB</td>
<td>2nd floor Mezzanine area</td>
<td>15</td>
<td>Open</td>
<td>Eat own food and study area</td>
</tr>
<tr>
<td>NAB</td>
<td>8th floor foyer area</td>
<td>20</td>
<td>Open</td>
<td>Eat own food and study area, dependent on functions</td>
</tr>
<tr>
<td>NAB</td>
<td>8th floor roof terrace</td>
<td>Varies</td>
<td>Open</td>
<td>Eat own food and study area, dependent on functions and weather</td>
</tr>
<tr>
<td>OLD</td>
<td>4th floor</td>
<td>Varies</td>
<td>Open</td>
<td>Within dining area, usage may be restricted to quiet times</td>
</tr>
<tr>
<td>OLD</td>
<td>4th floor roof terrace</td>
<td>Varies</td>
<td>Open</td>
<td>Eat own food and study area, dependent on functions and weather</td>
</tr>
<tr>
<td>SAW</td>
<td>1st floor Denning Learning Café</td>
<td>150</td>
<td>Open</td>
<td>Within dining area, usage may be restricted to quiet times. 24 PCs available.</td>
</tr>
<tr>
<td>Residences</td>
<td>All</td>
<td>Varies</td>
<td>Open</td>
<td>Each hall has a small computer study room, common room and most have a restaurant/dining area some with wifi.</td>
</tr>
</tbody>
</table>
30 • Sports Facilities

- Gym
- Badminton court
- Netball and tennis courts
- Showers
- Lockers
- Activity studios
SPORTS FACILITIES

LSE STUDENTS’ UNION GYM
Location: 4th floor of the Saw Swee Hock Student Centre (SAW)
Opening times: Monday – Friday, 7am – 10pm; Saturday and Sunday, 10am – 6pm
Contact: 020 7955 6002
Email: SU.GYM@lse.ac.uk
Website: lsesu.com/gym

Featuring the brand new range of cardiovascular, functional and resistance machines from Technogym and Olympic standard strength conditioning equipment, the LSESU gym caters for the advanced and novice athlete alike. For the latest membership rates please visit our website. All classes are included in the price. Capped membership – join early to avoid disappointment

LSE STUDENTS’ UNION ACTIVITY STUDIO
Location: 6th floor, SAW
Opening times: see timetable: lsesu.com/activities/facilities/
Bookings: this space can be booked for activities and events by students, societies, LSE staff and external hirers. For all booking enquiries please contact: i.kinnear@lse.ac.uk

LSE BADMINTON COURT
Location: basement, Old Building
Opening times: Monday – Friday, 8am – 10pm; Saturday – Sunday, 10am – 8pm
Bookings: the court is available to staff and students who become members of the service. More information about signing up can be found on the Badminton Club page - a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks. Please come to the Activities Resource Centre or call ext 5190 if you have any queries. For one off bookings please email: su.arcsstaff@lse.ac.uk

LSE GYM/ACTIVITY STUDIO
Location: basement, Old Building
Opening times: Monday – Friday, 8am – 10pm; Saturday – Sunday, 10am – 8pm
Bookings: this space can be booked for activities such as yoga and fitness classes by students, societies, LSE staff and external hirers. For all block-booking enquiries please contact: e.walters@lse.ac.uk, for one off bookings please email: su.arcsstaff@lse.ac.uk

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 17 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 one grass tennis court in the summer

The main pavilion houses changing rooms and shower facilities, as well as a bar (with balcony and veranda), dining hall and kitchen. These facilities are available for use by LSE students and staff and events such as team building, away days, 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 LSE Sportsground web pages for a map and directions to the ground, together with fixtures and pitch hire charges. A link can be found on the Facilities Guide Useful Links web page: lse.ac.uk/facilitiesguide/usefullinks
GYMBOX
Location: High Holborn 100 High Holborn, London, WC1V 6RD.
Opening times: Monday to Friday, 6.30am – 11pm; Saturday and Sunday 10am – 6pm.
Contact: To book a tour call 020 7400 1919 or visit the website for more details www.gymbox.co.uk
LSE students and staff can enjoy discounted membership rates (LSE ID or “welcome letter” required as proof).
Facilities include gym, two studios and sauna. A variety of classes available: Yoga, Pilates, Boxing, Muay Thai, Abs, The Rave, Spinning, Circuits and many more.

LA FITNESS GYM AND SWIMMING POOL
Location: The Waldorf Hilton Hotel, Aldwych, London WC2B 4DD
Opening times: ask at the venue for more details.
Contact: 020 7379 5606 or waldorf@lafitness.co.uk or visit the LA Fitness website.
LSE students and staff may be offered a discounted membership rate: details on application. Facilities include a full range of gym equipment, aerobics studios, extensive fixed and free weights, free weights mats, mixed gym, swimming pool, cardio theatre, exercise studio, holistic studio, sauna, steam room, alternative beauty treatments, personal training service, alternative therapy and a spin studio.

LINCOLN’S INN FIELDS NETBALL AND TENNIS COURTS
Location: Lincoln’s Inn Fields – opposite the New Academic Building:
Opening hours: 8am until the last hour before the park closes at dusk:
Contact: call 07525 278647 or in person at the park attendant’s hut in the centre of the fields from 10 minutes to until 10 minutes past each hour.
Alternative point of contact: Parks Engagement Officer, c/o Parks and Open Spaces Section, Camden Town Hall, Judd Street, WC1H 9JE, or on 020 7974 4444.
Three hard tennis courts and two netball courts are open to public and managed by Camden Council www.camden.gov.uk/parks. Bookings are taken up to seven days in advance, and payment is required within 24 hours of a booking being made for it to be confirmed.

UNIVERSITY OF LONDON UNION (ULU) GYM AND SWIMMING POOL
Location: 6 Malet Street, London, WC1E 7HY (20 minutes walk from the campus)
Opening times: Monday – Friday, 7.30am – 10pm (swimming until 7pm); Saturday, 9am – 9pm (swimming until 7pm); Sunday, 9am – 9pm (swimming pool closed)
Contact: 020 7664 2002 / 2091 or see the ULU website for more details: www.ulu.co.uk
This private health club known as Energybase is open to students and members of the public. Facilities include a 53-station fitness suite, a 33 metre swimming pool and multi-purpose studio. Up to 50 fitness classes are offered per week. There is also a sports hall available for hire that is suitable for volleyball, badminton and four-a-side football. Physiotherapy and beauty services are also available.
LSE students are eligible for associate membership, further details can be found on the website above.

PLEASE NOTE
All prices quoted in this section for memberships and services were correct as at July 2015.
SHOPS, BANKS AND POST OFFICES

With the LSE campus located in central London there is no shortage of shopping choices for any item or price range nearby. However, 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.

STUDENTS’ UNION SHOP

New click and collect service available through the online shop www.lseshop.com

Location: Lincoln Chambers, 2-4 Portsmouth Street

Opening hours: Monday – Friday 9am – 6pm, Saturday 10am – 4pm

Contact: telephone: 020 7955 6708 or email su.shop@lse.ac.uk

Website: www.lsesu.com

The shop sells a huge range of LSE memorabilia and merchandise including fair trade clothing. They also stock all your stationery needs and a wide selection of “grab and go” food and drink.

ALPHA BOOKS

Location: 1 Portsmouth Street

Opening hours: Monday – Friday, 9.30am – 6pm (term time); Monday – Friday, 10.30am – 5pm (vacations)

Contact: email alphabooks@lse.ac.uk

Alpha Books offers a range of books that are discounted from their publisher’s listed prices, as well as a healthy stock of second hand titles – whether you are looking for course textbooks or some fiction to escape from your studies, it is worth checking their selection. The shop also offers a search service for out of print titles.

WATERSTONES ECONOMISTS’ BOOKSHOP

Location: Clare Market

Opening hours: Monday – Friday, 10am – 6.30pm; Saturday, 12 noon – 6pm; closed on Sunday

Contact: telephone 020 7405 5531 or email economists@waterstones.com

A link to the Waterstones web pages can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks. LSE has a branch of Waterstones on campus, which offers books from LSE course reading lists and subjects taught at LSE. In addition to remainders and second hand, they stock non-academic books including fiction, classics and children’s. You can also take advantage of their second-hand buy-back scheme for course collections. Waterstones offer loyalty and stamp and save cards.
ATMS (CASH MACHINES)
There are numerous ATMs on and around campus, look for the symbol in the lists below.

BANKS

On campus
NatWest – 65 Aldwych (on the corner of Houghton Street). This branch of Natwest also has five ATMs: three in the branch that are accessible while the bank is open; and two that are on the street (Houghton Street and Aldwych) that are accessible 24 hours a day.

Santander – Kings Chambers, Portugal Street. This branch of Santander is allocated to support LSE students and has a cashpoint accessible while the bank is open. Further branches are listed below.

Around campus
Bank of Ireland (Post Office) 95 Aldwych, WC2B 4JN
Barclays Bank Plc – 366 Strand, WC2R 0JE 19 Fleet Street, EC4Y 1AA (£) 147 Holborn EC1N 2NU
Britannia (Co-op) – 60 Kingsway, WC2B 6DS
Child & Co. – 1 Fleet Street, EC4Y 1BD
Co-operative Bank – 62/64 Southampton Row, WC1B 4ND
Halifax – 71 High Holborn, Unit 3 Mid City Place, WC1V 6EA (£) 51-55 Strand, WC2N 5LS
HSBC Bank PLC – 165 Fleet Street, EC4A 2DY 210 High Holborn, WC1V 7BZ
Leeds Building Society – 41 Kingsway, WC2B 6TP
Lloyds TSB Bank Plc – 222 Strand, WC2R 1BB
Nationwide – 133 High Holborn, WC1V 6PN 289 High Holborn, WC1V 7HZ
NatWest – 217 Strand, WC2R 1AL 214 High Holborn, WC1V 7BX

Raphaels Bank Holborn Underground station (ticket hall) Kingsway, WC2B 6AA
The Royal Bank of Scotland – 127–128 High Holborn, WC1V 6PQ 1 Fleet Street, EC4Y 1BD
Santander 406 Strand, WC2R 0NE Yorkshire Building Society – 200 Strand, WC2R 1DP

PHARMACISTS CLOSE TO CAMPUS
Boots – 129–133 Kingsway, WC2B 6PP
Superdrug – 232 High Holborn, WC1V 7DA

POST BOXES
Post Office 95 Aldwych, WC2B 4JF
New Academic Building, 54 Lincoln’s Inn Fields, WC2A 3LJ

POST OFFICES
95 Aldwych, WC2B 4JF
181 High Holborn, WC1V 7RL

SUPERMARKETS CLOSE TO CAMPUS
Sainsburys – 129–133 Kingsway, WC2B 6NH and 71 High Holborn, WC1V 6BA
Co-operative Food 16-18 Kingsway WC2B 6LH (coming soon)
Tesco Express – 125 Strand, WC2R 0AP
Tesco Express – 232 Strand, WC2R 1DA
Waitrose – 246 High Holborn, WC1V 7EX
ACCOMMODATION AND LSE HALLS OF RESIDENCE

STUDENT ACCOMMODATION
The LSE Residential Services Office allocates over 4000 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 our residences are available via the LSE Mobile app: [www.lse.ac.uk/lsemobile](http://www.lse.ac.uk/lsemobile) For details on prices and room types, visit: [lse.ac.uk/studentaccommodation](http://lse.ac.uk/studentaccommodation); information for current hall residences is available at: [lse.ac.uk/currenthallresidents](http://lse.ac.uk/currenthallresidents)

Residential Services Office
Location: 3rd floor, Saw Swee Hock Student Centre
Opening hours: Monday to Friday 9am – 5:30pm
Tel: +44 (0)20 7955 7531
email: accommodation@lse.ac.uk

STAFF ACCOMMODATION
LSE Residential Services offer a range of accommodation for staff and visitors to the School. Rooms, studios and apartments are available both on campus and in our halls of residence. They offer an ideal base for conference delegates or speakers, new staff, as well as students’ family and friends. For more information, call 020 7955 7023 or visit [lse.ac.uk/accommodation/staffandvisitors](http://lse.ac.uk/accommodation/staffandvisitors)

LSE VACATIONS - A GREAT ALTERNATIVE TO LONDON HOTELS
Our Residences 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. Ideal for friends and family coming to visit you in London, with a 10 per cent discount on any bookings made by LSE students, staff and alumni. For more information or to book contact 020 7955 7575 or visit [www.lsevacations.co.uk/lse](http://www.lsevacations.co.uk/lse)

DISCOUNT ON LONDON HOTELS FOR LSE STAFF
Club Quarters’ Hotels
The School has negotiated a special agreement for competitive priced rooms with Club Quarters for overnight stays, or longer. For more information visit [www.clubquarters.com](http://www.clubquarters.com) or see Finance Division’s web page, “Travel at LSE” for benefits and rates.
PLANNING AND BOOKING EVENTS

ROOM BOOKINGS
The Conference and Events Office is responsible for most teaching rooms and lecture theatres, along with committee rooms and catering venues, which are available to book by LSE staff via the room bookings facility, a link to this can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks.

In order to be set up on the room booking system, LSE staff should email lse.roombookings@lse.ac.uk with their staff number and job title.

LSE Students’ Union societies are given the ability to book LSE rooms for their events, however room booking privileges are limited to three nominated officers of the society. Societies are only able to book rooms once they have elected their officers for the current academic year, have submitted their society registration form to the Students’ Union and completed the room booking agreement form. Nominated officers can request rooms via the room booking facility. Societies are entitled to one induction room booking at the start of each academic year.

Catering for society events may be arranged through LSE Catering, but orders must be placed via the Students’ Union staff. Classrooms should not be booked for physical activities such as dance rehearsal or exercise classes, the Students’ Union staff have a block booking of rooms more appropriate for these activities, so they should be contacted directly.

Anyone booking a room must ensure that it is suitable for the event, eg, of sufficient size to prevent overcrowding. Anyone booking a room must make themselves aware of their health and safety responsibilities and to ensure health and safety procedures are adhered to including stewarding an event, if appropriate. Information can be found on the Health and Safety web pages: lse.ac.uk/intranet/LSEServices/healthandsafety/home.aspx.

It is your responsibility with any room you have booked and used to leave in a timely fashion to enable the room to be serviced by the cleaning contractor in readiness for the next user. Classrooms and communal areas are cleaned on weekday mornings (between 6am and 8am) and are serviced during the day, so please remove your unwanted items (especially catering leftovers) at the end of your event using the appropriate communal recycling stations. On leaving a room please turn off the lights and other equipment, close windows and reposition furniture. Please ensure any catering equipment is returned (see below). If you experience problems with teaching room equipment please contact AV imt.av.support@lse.ac.uk.

Except for the Music Practice Room, individual LSE students cannot make room bookings. If individual students want to make room bookings for an academic purpose they need to approach a member of staff in their department and request they make the booking on their behalf. Individual students can make use of the “Find a Study Room” facility on LSE for You if they are looking for a room for some quiet personal or group study.

CATERING ORDERS FROM EXTERNAL COMPANIES:
LSE’s cleaning contractor has been instructed to remove everything from common areas and classrooms. If you order from an external catering company please arrange the collection of crockery and cutlery from designated collection points the following day. For locations please visit the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks.
DEPARTMENTAL MEETINGS/SEMINAR ROOMS
There are a number of meeting rooms situated within departments that do not currently appear on the central booking system. These rooms may be bookable by staff from outside the department, if available and with the agreement of the relevant Departmental Manager. A link to the list of rooms and who to contact with booking enquiries can be found by visiting the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks.

EVENTS IN SAW
The Students’ Union is responsible for room bookings in the Saw Swee Hock Student Centre (the Venue, The Three Tuns, the Weston Café/bar, the Denning Learning Café, Activities Studio and the Bao Yang meeting room). The spaces can be booked for events by students, societies, LSE staff and external hirers. For all event enquiries in SAW please contact SU Events Coordinator Ian Kinnear – i.kinnear@lse.ac.uk

Spaces in SAW can also be booked by students/societies for practices and rehearsals. For all practice/rehearsal enquiries contact Nick Turner – n.turner@lse.ac.uk (for the Activities Studio) or Ian Kinnear – i.kinnear@lse.ac.uk (for the Venue).

FURNITURE FOR EVENTS
If you are planning a significant event a licence from Westminster City Council may be required, a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks.

Fold away furniture such as chairs and trestle tables are available for this purpose; subject to approval by the Estates Division. Do not use classroom furniture. To book this furniture please email h.f.carroll@lse.ac.uk at least four weeks before your planned event to discuss your event and how to access the furniture. Red LSE gazebos are also available for use (conditions apply, please contact estates.porters@lse.ac.uk for further information).

The Estates Division manage a pool of furniture in good condition that can be reused on campus. To log a request please contact your Departmental Manager or Estates Help Desk. If you need help with the movement of bulky items, such as furniture complete a Porters request form. For full details of the procedure please check out the Furniture pages. A link to both can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks.

The LSE Conference and Events Office own furniture suitable for high profile events in the larger lecture theatres. This can only be used if event organisers hire LSE event stewards to work at their events.

Otherwise we recommend contacting the Porters regarding your set up requirements.
LSE branded tablecloths can be hired, subject to availability, from the Conference Office.

For more information about these services please visit the Conference and Events web pages – a link can be found on the Facilities Guide Useful links web page: lse.ac.uk/facilitiesguide/usefullinks.

POSTER POLICY
There are also 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.blair@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 – max one month. Those failing to meet these requirements will be removed.

WEEKEND ROOM CLEANING AND SERVICING
Due to limited staffing at weekends, only rooms on the daily room booking list will be cleaned. This list is prepared at noon on Wednesdays. If you book a room for the weekend after that, please contact Estates.Fm@lse.ac.uk to ensure that the room is added to the cleaning list.

The campus has reduced day janitorial service level at weekends. Nevertheless we want to ensure that every event (conferences, workshops etc.) runs smoothly. For that reason we ask event organisers, hosting an event above 50 people to contact Estates.Fm@lse.ac.uk to discuss their event’s requirements at least five days in advance.

TEAM BUILDING/AWAY DAY EVENTS
Are you arranging an event for LSE students or staff? Why not consider hosting it at the LSE Sportsground at Berrylands? It’s only a 22-minute train journey from Waterloo. Set in 17 acres of countryside, the pavilion boasts a dining hall, kitchen and bar with balcony and veranda. Perfect for team building events: “kick off” with a sporting theme, followed by brainstorming and finish with food and drink? (external catering can be arranged)

For more information: see page 31 or visit the website lse.ac.uk/intranet/LSESocial/sportsground/Home

Call 020 8942 1229 or email: sportsground@lse.ac.uk to discuss your requirements.
CAMPUS DEVELOPMENTS

The Centre Buildings Redevelopment (CBR) project is LSE’s largest ever redevelopment.

The £123m project, which is set to be completed by November 2018, will dramatically enhance the learning environment for our staff and students.

The development involves the construction of a thirteen storey and six storey tower, linked by a dramatic atrium space and incorporating lecture theatres, study areas, academic staff offices, a café/learning commons and a series of landscaped roof terraces.

Demolition of four existing buildings, Clare Market, East Building, St Clements East and The Anchorage started in June 2015 and construction is expected to start in July 2016.

A central feature of the redevelopment, designed by renowned architects Roger Stirk Harbour + Partners, is the creation of a new central plaza, enhancing public as well as academic space.

For more information on the project and how it will affect you please visit lse.ac.uk/centrebuildings
NEW STUDENT
STUDY AND
TEACHING SPACES

Alongside the commencement of the Centre Buildings Redevelopment, Estates have been working hard to ensure that the impact to the School community is minimised.

To compensate for the loss of the old dysfunctional facilities in Clare Market and East Building new purpose-built facilities have been created, along with the refurbishment of some existing areas. To ensure sufficient student study spaces are available the following new facilities have been provided:

A – 24 iMac PCs and soft seating in the refurbished basement area of 20 Kingsway (KSW B.13)
B – 3 seminar rooms in Parish Hall, 60 seats (PAR LG.03), 60 seats (PAR 1.02), 56 seats (PAR 2.03)
C – 3 PC study rooms on 4th floor Tower 2 (TW2 4.01, TW2 4.02, TW2 4.03) providing a total of 84 PCs, each room has been designed in a circular formation to encourage user interaction. (see image)
D – 2 seminar rooms on 2nd floor of Tower 2, 23 seats (TW2 2.03) and 51 seats (TW2 2.04) plus social space (see image).

E – New teaching room on 4th floor OLD (OLD 4.10) formerly the Beavers Retreat has a capacity of 68 + 2 wheelchair spaces.

F – 4th floor of the Lionel Robbins Building (LRB) is being transformed. In addition to the PhD Academy there are 219 study spaces, split as follows:
   • 144 silent study
   • 51 Group Study
   • 24 Quiet study

In addition to the above, there will be 72 more informal seating / study spaces, including media booths, sofas and soft seating located on floors LG-3rd.

This excludes the Women’s Library seating and the secure data rooms, both of which need to be booked through the Library.

G – New laptop drop in centre on 1st floor of the Library.

H – 26 extra study spaces with access to power on 1st floor of the Library, plus improvements to the circulation space.
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The information in this guide can be made available in alternative formats, on request. Please contact the Estates Division.

If you no longer want or require this Facilities Guide please pass it on to another student or colleague, or alternatively hand it in at the main reception in the Old Building so it can be redistributed.