

# Student Facilities Guide 2016-17



Estates Division  
Facilities Management

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# Welcome

Welcome to LSE, particularly to our new students.

The School 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 LSE. The Centre Buildings Redevelopment project is well underway, and when complete in early 2019 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 find your way around 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 at **[lse.ac.uk/facilitiesguide](https://lse.ac.uk/facilitiesguide)**

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 back page for details of our “Don’t Walk Past” campaign, which encourages students to report any faults.

We do hope you enjoy your time at LSE.

With best wishes,

**Allan Blair**

Director of Facilities Management  
Email: **[estates.admin@lse.ac.uk](mailto:estates.admin@lse.ac.uk)**



## General information



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

The following buildings have staffed receptions 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 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. Further information will be provided at these times at [lse.ac.uk/intranet/LSEServices/security/Home](http://lse.ac.uk/intranet/LSEServices/security/Home)

### LIBRARY OPENING TIMES

**Michaelmas term, 8am – midnight**

**Lent term, Easter vacation and Summer term, 24-hour opening**

**Summer vacation, 8am – midnight**

### STUDENT SERVICES CENTRE OPENING TIMES

**Monday – Friday, 11am – 4pm**





## SIGNAGE AND WAYFINDING

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

BUILDING	SHORT CODE
95 Aldwych	95A
Aldwych House	ALD
Centre Buildings Redevelopment	CBR
Clement House	CLM
Colombia House	COL
Connaught House	CON
Cowdray House	COW
King's Chambers	KGS
1 Kingsway	1KW
20 Kingsway	KSW
The Lakatos Building	LAK
5 Lincoln's Inn Fields	5LF
32 Lincoln's Inn Fields	32L
44 Lincoln's Inn Fields	44L
50 Lincoln's Inn Fields	50L
Lincolns Chambers	LCH
Lionel Robbins Building	LRB
New Academic Building	NAB
Old Building	OLD
Parish Hall	PAR
Peacock Theatre	PEA
1 Portsmouth Street	POR
Queens House	QUE
Sardinia House	SAR
Saw Swee Hock Student Centre	SAW
Sheffield Street	SHF
St Clements	STC
Tower 1, Clement's Inn	TW1
Tower 2, Clement's Inn	TW2
Tower 3, Clement's Inn	TW3

## 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.

Please check carefully when accessing rooms in 32L – eg, 32L.G.10 is a ground floor room, not Lower Ground.

## REPORTING FAULTS AND DEFECTS ON CAMPUS

The Help Desk aim is to ensure that faults are attended to promptly, in order to do this we need to know about them.

If you see a fault or defect with any facility on campus please report it: 020 7955 7956 #7956

For emergencies  
call: 020 7831 8713 #2444

email: [estates-help-desk@lse.ac.uk](mailto:estates-help-desk@lse.ac.uk)



## Keeping safe on campus

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

EMERGENCY AT LSE	666 (020 7955 6555 from a mobile or external phone)
EMERGENCIES IN PUBLIC PLACES	999
LSE main switchboard (8.30am to 5.30pm, Monday to Friday)	020 7405 7686
24 hour security control room	020 7955 6200 / 7111
Estates Help Desk (8.30am to 4.30pm)	Emergency – 020 7831 8713 or Ext 2444, or #6244 from communal phones General enquiries Ext 7956 or Ext 6415
Charing Cross Police Station	020 7240 1212
Dental Practice	020 7404 8600
Disability and Wellbeing Service	020 7955 7767
General enquiries	Ext 7956 or Ext 6415
Lost Property Office	020 7955 7988
LSE Counselling Service	Students: 020 7852 3627 Staff: 020 7955 6953
LSE Nursery	020 7107 5966
LSE Porters	020 7955 6760
LSE Postroom	020 7955 7989
LSE Reprographics	020 7955 7986
LSE Residential Services	020 7955 7531
LSE SU Advice and Counselling Centre	020 7955 7158
LSE Treatment Clinic	<a href="http://lsetreatmentclinic.co.uk">lsetreatmentclinic.co.uk</a>
NHS Direct (24 hours)	111
St Philips Medical Centre (Tower 2)	020 7611 5131
Student IT Help Desk	020 7955 6728
Staff and PGR IT Service Desk	020 7107 5000

### ACCIDENTS

Students should report all accidents, incidents or near misses on campus to Security or the administrators in their Departments. If you require an ambulance, call Security on 666 (from internal phone) or 020 7955 6555.

### 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. Take care when using



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.

### **CASH MACHINES (ATMS)**

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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. If anyone approaches you when you are using a cash machine do not be distracted; immediately cancel your transaction, remove your card and walk away – notify campus Security or Police.

### **FIRE PROCEDURES**

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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.

### **FIRE ALARM TESTING SCHEDULE**

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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](https://lse.ac.uk/facilitiesguide/usefullinks)

### **FIRST AID**

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In an emergency Security should be contacted by using an internal telephone and dialing 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 dialing 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).



## LAPTOP SAFETY

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If you are going out for a drink, don't take your laptop with you. Use the secure laptop storage room OLD G.15. LSE Security offers FREE – DNA Laptop Marking. This is a proven deterrent against any would-be thief and details are held on a secure database. Use tracking software on your Laptop. There are free applications that you can download from Internet. We recommend: [preyproject.com](http://preyproject.com)

## LIBRARY

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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

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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

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A user-friendly and fully accessible controlled locker room 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. 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. There is no charge for the use of this facility and all you require to enter the room and operate the locker is a valid LSE campus (ID) card.

Library book lockers are available for LSE students to hire from the start of the academic session. The application process will be advertised at the start of term.

For general enquiries about book lockers please check the LSE Library website or email **[library.locker.enquiries@lse.ac.uk](mailto:library.locker.enquiries@lse.ac.uk)**

## PROPERTY LOST AND FOUND

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Lost and found property is handled by LSE Security and the first point of call is the Old Building reception. The Lost Property Office is located in the basement of Old Building in room OLD B.23.

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 are positioned just outside the entrance to buildings 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. 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](https://lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/smoking.aspx)





## Medical and childcare provision

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

### ST PHILIPS MEDICAL CENTRE

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**Location:** Tower 3 (TW3), 2nd floor

**Contact:** 020 7611 5131

**Website:** [lse.ac.uk/intranet/LSEServices/medicalCentre](http://lse.ac.uk/intranet/LSEServices/medicalCentre)

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

### LEACH & EDE DENTAL SURGEONS

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**Location:** Sardinia House (SAR), 4th floor

**Contact:** 020 7404 8600

**email:** [info@sardiniadental.com](mailto:info@sardiniadental.com)

**Website:** [www.sardiniadental.com](http://www.sardiniadental.com)

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

### NURSERY SERVICE

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**Location:** 8a Wild Street, London, WC2B 5TB

**Contact:** 020 7107 5966 or

**email:** [nursery@lse.ac.uk](mailto:nursery@lse.ac.uk)

**Website:** [lse.ac.uk/nursery](http://lse.ac.uk/nursery)

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.

### EXPECTANT AND NEW MOTHERS ROOM

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We have a room on the first floor of Tower 3, 1.02C (accessible from TW2 lift lobby) where expectant mothers can rest, and new mothers who 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

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**Location:** 1st floor, Tower 2, Clements Inn, London WC2A 2AZ

**Contacts:**

**Acupuncture and Reflexology**

Hanya Chhala – 07789 322821

**Sports Massage and Injury Rehabilitation**

Laura Dent – 07946 750265

**Osteopathy**

Tim Hanwell – 07880 701017

**For general enquiries email:** [enquiries@lsetreatmentclinic.co.uk](mailto:enquiries@lsetreatmentclinic.co.uk)

**Website:** [lsetreatmentclinic.co.uk](http://lsetreatmentclinic.co.uk)

# Cleaning and servicing on campus



The cleaning takes place weekdays between 6am – 8.30am as per the building schedule, available: [lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/cleaning/CleaningServices/buildingsList.aspx](https://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/cleaning/CleaningServices/buildingsList.aspx)

Buildings with teaching facilities have janitorial provision between 9am – 10pm, while administrative buildings 9am – 5pm. If you see a spillage or any potential slip hazard please report it to Estates helpdesk.

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

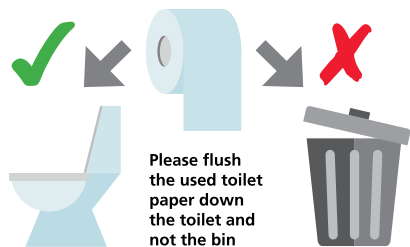
## WEEKEND CLEANING AND JANITORIAL SERVICING

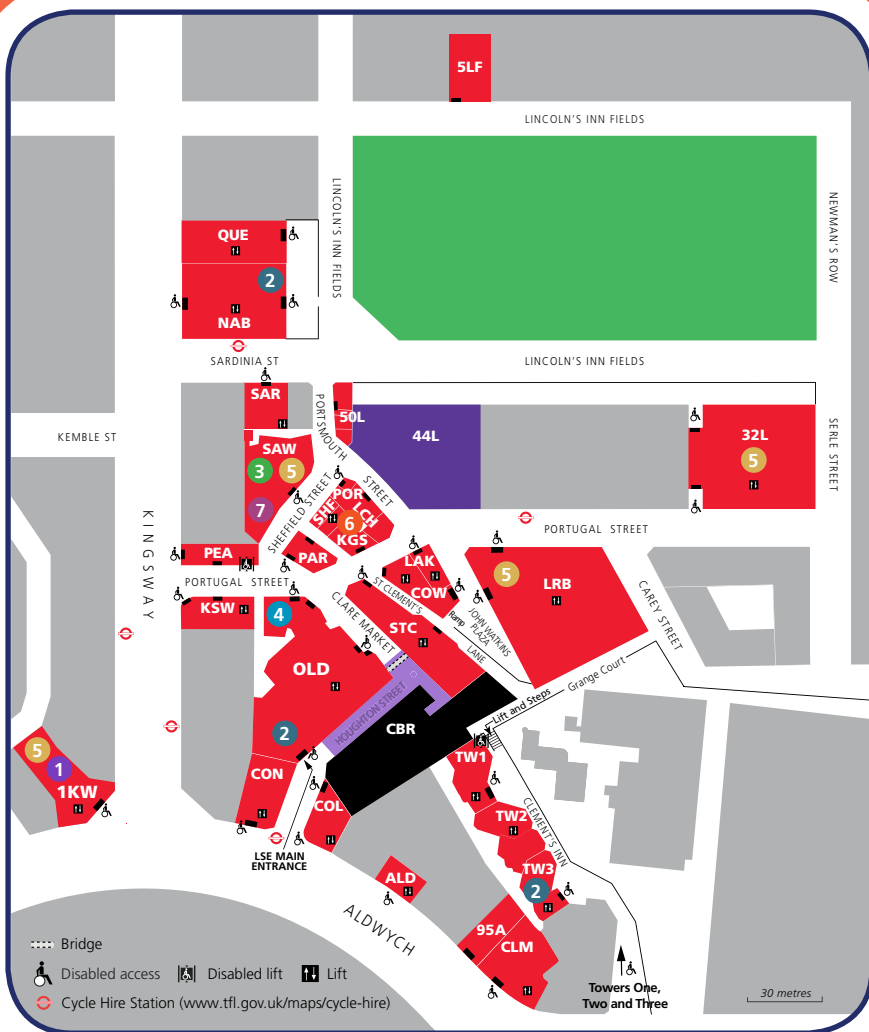
The Library and SAW are cleaned routinely and serviced throughout the day at the weekends.

All other cleaning and janitorial staff provided at the weekend are to service pre-booked rooms. Please contact **Estates.FM@lse.ac.uk** if the following applies to your event:

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

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





■ LSE buildings 
 ■ No access 
 ■ LSE under construction 
 ■ Next development 2017-2020

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|--|--|
| <p><span style="color: purple;">1</span> Sustainability Team office</p> <p><span style="color: blue;">2</span> Battery Recycling</p> <p><span style="color: green;">3</span> Books, clothes, stationary, electronics (WEEE)</p> <p><span style="color: blue;">4</span> Printer toners and cartridges</p> | <p><span style="color: orange;">5</span> Special recycling stations (CD, DVD, mobile phones, inkjet cartridges, stamps, batteries)</p> <p><span style="color: orange;">6</span> Stamps</p> <p><span style="color: purple;">7</span> Textiles</p> |
|--|--|

# Waste and recycling



The School has a “Zero Waste to Landfill” policy. This is achieved by – **Reduce, Reuse, Recycle**

## 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:



If in doubt, put it in the mixed recycling.

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](https://lse.ac.uk/facilitiesguide/usefullinks)

## SPECIAL RECYCLING

There are points on campus to recycle batteries, mobile phones, CDs and DVDs, Waste Electrical and Electronic Equipment (WEE), stamps, toner and laserjet cartridges and toner and inkjet cartridges. See locations on the campus map.



## REUSE

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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

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Students can now donate their clothing and shoes to charity by using the textile bin in the Saw Swee Hock Student Centre (first floor).

## BOOKS

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LSE runs a charity book donation scheme.

To give books please arrange collection by contacting LSE Porters, email [estates.porters@lse.ac.uk](mailto:estates.porters@lse.ac.uk)

## HALLS OF RESIDENCE

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

“Reloved” items are donated to charity.

## ACCEPTED ITEMS:

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

- Furniture
- Toiletries and cleaning products.

To find out more about reuse in residences, visit:

[lse.ac.uk/reuseguide](https://lse.ac.uk/reuseguide)

## GET INVOLVED IN SUSTAINABLE LSE

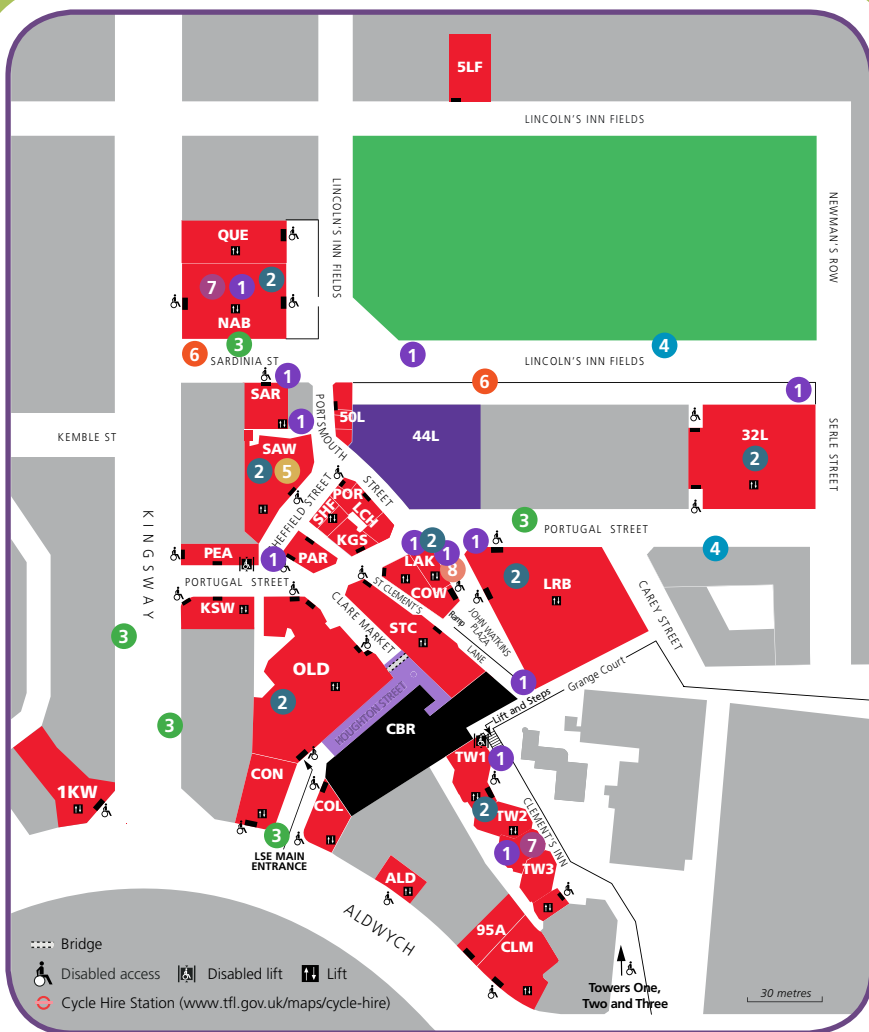
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We are looking for students who want to gain practical experience in sustainability and in doing so assist the School to improve its environmental performance.

Get involved with:

- Roof gardening (Shaw Library roof terrace)
- 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](https://lse.ac.uk/sustainablelse)
- Join the debate at our blog:  
[blogs.lse.ac.uk/sustainability](https://blogs.lse.ac.uk/sustainability)
- Follow on Twitter:  
[@SustainableLSE](https://twitter.com/SustainableLSE)
- Find us on Facebook:  
[Sustainability at LSE](https://www.facebook.com/SustainabilityatLSE)





■ LSE buildings 
 ■ No access 
 ■ LSE under construction 
 ■ Next development 2017-2020

- |                        |                            |
|------------------------|----------------------------|
| 1 Bicycle parking      | 5 Lockers                  |
| 2 Showers              | 6 Electric charging point  |
| 3 London cycle line    | 7 Bike maintenance station |
| 4 Westminster Car Club | 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 – [lse.ac.uk/accommodation](http://lse.ac.uk/accommodation)

## 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](http://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 London and into Kent.
- **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 and Southend Airport.

### **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](http://www.sourcelondon.net)

### **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](http://www.tfl.gov.uk/roadusers/cycling/14808.aspx)

### **BIKE MAINTENANCE STATIONS**

Bike maintenance stations are available for LSE students 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 Lyasgth, a keen cyclist.





## CYCLE PARKING AND SHOWER FACILITIES

Cycle storage location	Access requirements	Number of bike parking spaces	Closest shower facilities (male/female/gender neutral)
Towers basement *	Access with LSE id card	66	TW 2 basement B14 (GN)
New Academic Building (NAB) basement *	Access with LSE id card	36	NAB basement (M/F)
32 Lincoln's Inn Fields	Outdoor open access	84	32L basement (M/F)
Clements Inn (outside towers)	Outdoor open access (between 6am and 10pm)	60	TW 2 basement B14 (GN)
Grange Court (between LRB and Royal Courts of Justice)	Outdoor open access	8	LRB ground floor (GN)
John Watkins Plaza (opposite plaza café)**	Outdoor open access	16	LRB ground floor (GN)
John Watkins Plaza (opposite main entrance)	Outdoor open access	32	LRB ground floor (GN)
Lincoln's inn fields (corner opposite NAB)	Outdoor open access	56	NAB basement (M/F)
Peacock Theatre / Parish Hall	Outdoor open access	30	SAW 4th floor (M/F) OLD basement (M/F)
Portugal street (opposite George IV pub)	Outdoor open access	20	LRB ground floor (GN)
Portugal street (outside LRB)	Outdoor open access	38	LRB ground floor GN)
Sardinia street (opposite NAB)	Outdoor open access	18	NAB basement (M/F)
Saw Swee Hock student centre (SAW)	Outdoor open access	20	SAW 4th floor (M/F/GN)

\* features bike maintenance station \*\* bike pump here

**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 370 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.



## 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 sedum roof on the 5th floor of Saw Swee Hock Student Centre, St Clements 6th floor and another on top of the Plaza café, a brown roof on Connaught House, a green wall on the Old Building and planters with nectar rich plants to support the LSE bees on the roof of St Clements West.

We have three resident beehives 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 – [lse.ac.uk/sustainablelse](https://lse.ac.uk/sustainablelse)

### DEPARTMENTAL COMMON ROOMS

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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

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

### JOHN WATKINS PLAZA

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

### 32 LINCOLN'S INN FIELDS

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

### LINCOLN'S INN FIELDS

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

### LINCOLN'S INN PRIVATE GARDENS

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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**

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In addition to the roof terraces on Saw Swee Hock Student Centre and the New Academic Building, good weather and roof-top views across London can also be enjoyed from the 4th floor of the Old Building and the 6th floor (Shaw Library).

### **MUSIC PRACTICE ROOM**

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The Music Practice Room adjoining the Shaw Library contains various musical instruments for students and staff to use, a second room is situated in the basement of Lincoln's Chambers (LCH B.03) but is not accessible by lift. To use either room you need to be a member of the LSE SU Music Society.

### **NEW ACADEMIC BUILDING COMMUNAL AREAS**

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The New Academic Building offers several high quality spaces for social interaction. 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**

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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, subject to availability, 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**

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Home to 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 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**

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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.

### **THE SHAW LIBRARY (LSE FOUNDERS' ROOM)**

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

The stock can be borrowed by LSE staff and students: up to four items may be loaned for up to three

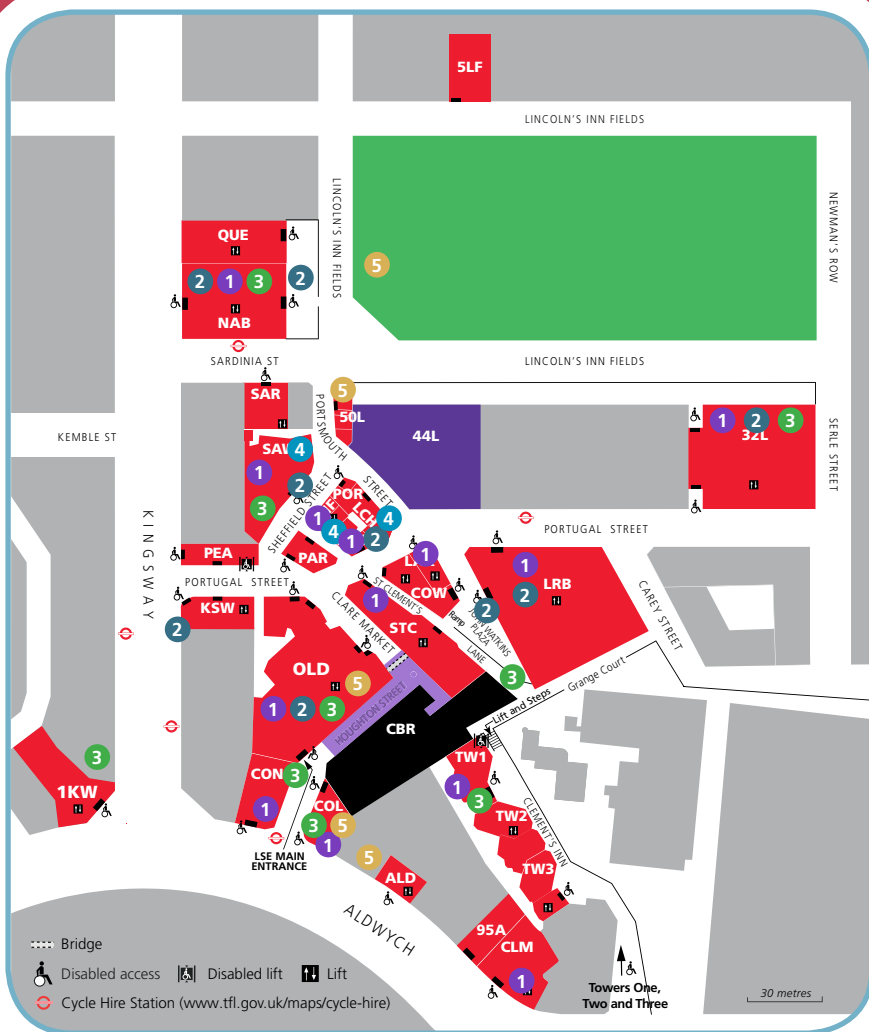
weeks. Newspapers and serials are available for reading in the Library. It is also the venue of the School's long standing free lunchtime recitals and concerts series. The School has its own orchestra and choir: both are conducted by professional musicians, rehearse weekly and give public performances 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](mailto:f.ward@lse.ac.uk)) or Joanne Taplin-Green (email [j.taplin-green@lse.ac.uk](mailto:j.taplin-green@lse.ac.uk)).

### **STUDENTS' SALON**

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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.



Red: LSE buildings    Purple: No access    Black: LSE under construction    Dark Purple: Next development 2017-2020

- 1 Water fountains
- 2 Eat your own
- 3 Cafes
- 4 Pub/Bars
- 5 Restaurants

## 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.

**Please note: the opening times listed below are for term time.**

### **PAY WITH SQUID ON YOUR LSE CARD AND GET '5% EXTRA FREE'**

Use your LSE ID Card, which incorporates sQuid, instead of cash to make convenient and secure contactless payments at all LSE Catering outlets, and earn an amazing 5 per cent loyalty reward. Using your card for payments will also make you eligible for future special offers and promotions!

Simply register your card at [www.squid.com/lse](http://www.squid.com/lse), load it with funds and start using it to earn an amazing 5% loyalty reward.

### **4TH FLOOR RESTAURANT (LSE)**

**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, street food

options and pizzas. Spacious and bustling with access to the roof terrace seating area.

### **4TH FLOOR CAFÉ BAR (LSE)**

**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 healthy made-to-order fresh juices or smoothies.

### **BEAN COUNTER (LSE)**

**Location:** basement, 32 Lincoln's Inn Fields

**Opening times:** Monday – Friday, 8.30am – 4pm

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.

### **CAFÉ 54 (LSE)**

**Location:** ground floor, New Academic Building

**Opening times:**

Monday – Friday, 8.30am – 6pm

Saturday and Sunday, 12 noon – 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.

### DAILY GRIND (SU)

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**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/>

### DENNING LEARNING CAFÉ (SU)

---

**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.

### GARRICK (LSE)

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**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.

### MEZZANINE CAFÉ (LSE)

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**Location:** mezzanine floor, New Academic Building

Daily changing food pop-up options

### PLAZA CAFÉ (LSE)

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**Location:** John Watkins Plaza

**Opening times:** Monday – Thursday, 8:30am – 8.30pm; Friday, 8.30am – 5.30pm

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.

### STAFF DINING ROOM AND COFFEE BAR (LSE)

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**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

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**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.

## THREE TUNS (SU)

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**Location:** Ground floor Saw Swee  
Hock Student Centre (SAW)

**Opening times:** Monday –  
Thursday, 11am – 11pm; Friday,  
11am – 3am

The historic bar of the SU 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 projector screen. The Tuns also has a 800+ capacity nightclub in the basement hosting weekly student events.

## WESTON CAFÉ (SU)

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**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

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**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

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**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

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**Location:** next to the 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

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

**Opening times:** Monday – Friday,  
12pm – 11pm



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:** St Clement's Lane

**Opening times:** Monday – Friday, 11am – 11pm (food served 12 noon – 9pm); Saturday, 12 noon – 11pm

Independently owned, Ye Olde White Horse is an intimate pub in keeping with the history of the area where all are welcome.

### 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). 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 breakout spaces





# Equity, diversity and inclusion



## LSE FAITH CENTRE

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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 [lse.ac.uk/faithcentre](https://lse.ac.uk/faithcentre) and any questions can be emailed to [faithcentre@lse.ac.uk](mailto:faithcentre@lse.ac.uk)

## ACCESS GUIDES TO LSE BUILDINGS

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DisabledGo have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These are available at [lse.ac.uk/DisabledGo](https://lse.ac.uk/DisabledGo)

## DISABLED ACCESS TO CAMPUS BUILDINGS

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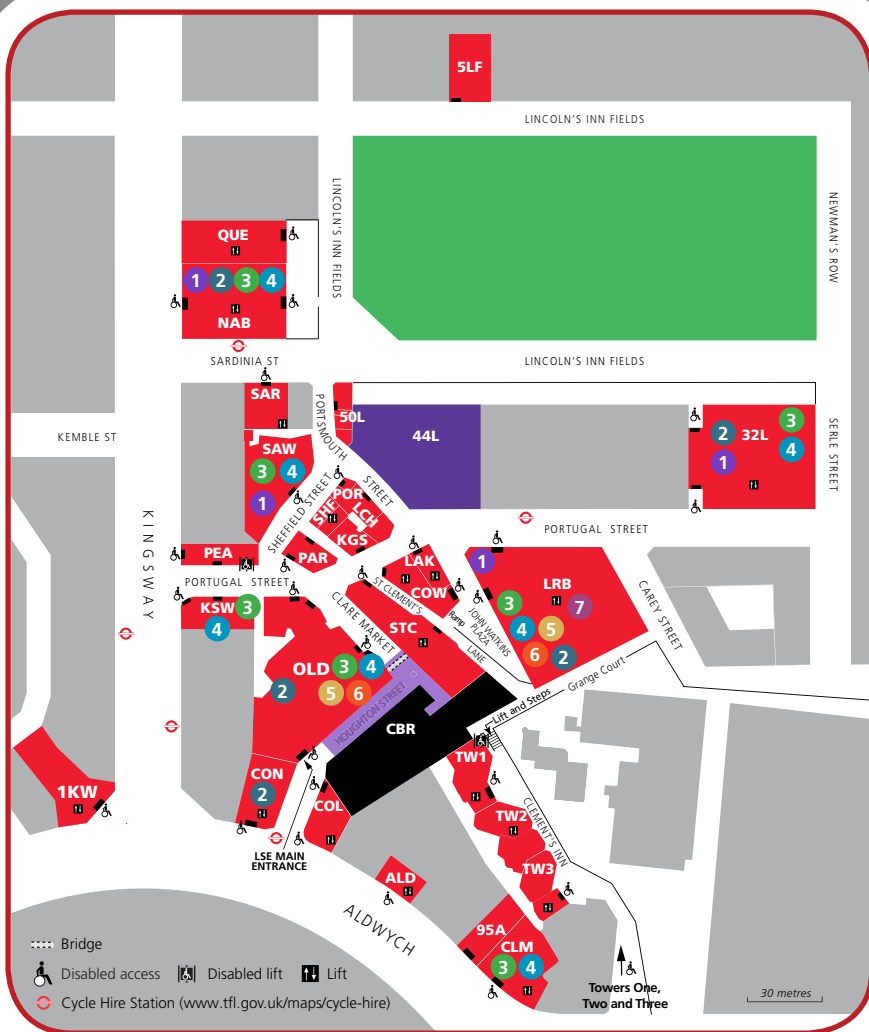
The School's Student Disability and Wellbeing Service is located in the Old Building, ground floor, room OLD G.23. It provides guidance and information about services for disabled students. Any inaccessible activity will be moved to accommodate students with mobility difficulties, Disability and Wellbeing Service staff can advise. 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](https://lse.ac.uk/facilitiesguide/usefullinks)

## SPECIALIST FACILITIES

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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. 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](https://lse.ac.uk/facilitiesguide/usefullinks)





■ LSE buildings 
 ■ No access 
 ■ LSE under construction 
 ■ Next development 2017-2020

- 1 Quiet study
 5 Value loaders
- 2 Group study rooms
 6 Scanners
- 3 Open access computer areas/rooms
 7 Laptop plug-in points
- 4 Printers

# Study space and IT facilities



The first port of call for a place to study on campus is LSE Library and spaces are available throughout the building – primarily at its quieter perimeters. The majority of the Library's 2,000 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.

Group study rooms can also be booked by LSE students.

The Library has clearly marked coloured zonal study areas which allow users to work in the way that suits them best, depending on whether they would like to work in silent or group study working areas.

See the chart on page 36 for details of study rooms, seminar rooms and group meeting spaces.

## COMPUTER FACILITIES FOR STUDENTS

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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](https://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](https://lse.ac.uk/imt/campuscomputers)** for details of computer facilities on campus.

## IROAM LAPTOPS

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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](https://lse.ac.uk/iroam)** for more details.

## COMPUTER CLASSROOMS

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

## GETTING HELP

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### 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](mailto:it.helpdesk@lse.ac.uk)**  
**Tel:** 020 7107 5000 (24 Hrs)  
**Open:** **Term time:** Monday – Friday, 9am – 7pm  
Saturday – Sunday, 11am – 6pm  
(Term time and Easter Vacation)



## PGR Help Desk

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](mailto:it.servicedesk@lse.ac.uk)

**Tel:** 020 7107 5000

**Open:** Monday – Friday,  
9.30am – 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](mailto:it.helpdesk@lse.ac.uk)

Please see [lse.ac.uk/imt/campuscomputers](https://lse.ac.uk/imt/campuscomputers) for details of opening hours.

## 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](https://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 36 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](https://lse.ac.uk/imt/accessibility) for more information.

## MORE INFORMATION AND IT RESOURCES

For more details of what IMT offer LSE students and full details of the IT support: [lse.ac.uk/imt](https://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 20p 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 lower ground floor of the Library)
- with cash using one of the value loaders on campus, visit **[lse.ac.uk/imt/campuscomputers](https://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](https://lse.ac.uk/imt/printing)**

## **UNIVERSITY OF LONDON RESEARCH LIBRARY SERVICES (ULRLS)**

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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 ULRLWS website.

## **WIFI**

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eduroam is the recommended wireless network (wifi) in use at LSE which allows secure connectivity across campus including in major lecture theatres and public areas, even our rooftops! For more information visit: **[lse.ac.uk/intranet/LSEServices/IMT/guides/wirelessNetworks/eduroam](https://lse.ac.uk/intranet/LSEServices/IMT/guides/wirelessNetworks/eduroam)**





## GROUP STUDY ROOMS

BUILDING CODE	LOCATION	SEATING CAPACITY	BOOKING PROCEDURE	Notes
32L	LG.05A	40	Open	Post Graduate Common Room with tea making facilities
32L	B.10 / G.07 / LG.09	10	Open	Seminar Rooms
32L	B.14 / B.21 / G.05 / G.10 / G.11 / G.12 / G.13 / G.23 / G.26 / LG.06 / LG.12 / LG.13 / LG.19	12	Open	Seminar Rooms
32L	G.21 / G.22	8	Open	Seminar Rooms
LRB	R05 / R05D / R023	2-6	TBC	1 Pc available
LRB	R06	2-8	TBC	1 Pc available
LRB	R07	15	Open	4 Pcs available
LRB	R09 / R127	2-8	TBC	
LRB	R021 / R022 / R025 / R100 / R102	2-6	TBC	
LRB	Escape ara by main entrance	36	Open	Break area where food may be consumed
LSE Garrick	GF Columbia House	Varies	Open	Within dining area, usage may be restricted to quiet times
NAB	LG Foyer area	Varies	Open	Eat your own food and study area
NAB	Ground floor Café 54	62	Open	Eat and study area, usage may be restricted to quiet times
NAB	GF Foyer area	Varies	Open	Eat your own food and sitting area
NAB	1.03 AND 1.16	4	Open	
NAB	1st floor Foyer area	Varies	Open	Eat your own food and sitting area
NAB	1st floor Mezzanine Café	15	Open	Eat and study area, usage may be restricted to quiet times
NAB	2.03 AND 2.15	4	Open	
NAB	2.17 AND 2.18	5	Open	
NAB	2.19	23	Open	Quiet study area
NAB	2nd floor Mezzanine area	15	Open	Eat own food and study area
NAB	8th floor Foyer area	20	Open	Eat own food and study area, dependent on functions
NAB	8th floor roof terrace	Varies	Open	Eat own food and study area, dependent on functions and weather
OLD	4th floor	Varies	Open	Within dining area, usage may be restricted to quiet times
OLD	4th floor roof terrace	Varies	Open	Eat own food and study area, dependent on functions and weather
SAW	1st floor Denning Learning Café	150	Open	Within dining area, usage may be restricted to quiet times. 24 Pcs available
Residences	All	Varies	Open	Each hall has a small Computer Study Room, Common Room and most have a Restaurant/Dining area some with Wifi





# 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](mailto:SU.GYM@lse.ac.uk)

**Website:** [lseu.com/gym](http://lseu.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. . Capped membership – join early to avoid disappointment

## LSE STUDENTS' UNION ACTIVITY STUDIO

**Location:** 6th floor, SAW

**Opening times:** see timetable:

[lseu.com/activities/facilities/](http://lseu.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: [a.tedder@lse.ac.uk](mailto:a.tedder@lse.ac.uk)

## LSE OLD GYM AND BADMINTON COURT

**Location:** basement, Old Building

**Opening times:**

Monday – Friday, 8am – 10pm;

Saturday – Sunday, 10am – 8pm

**Bookings:** The Old Gym and Badminton Court can be booked by clubs, societies and individual AU Club members, but please note that clubs have priority for these spaces. The schedule can be seen online at

<http://lseu.com/>

[bookable-spaces/lse-spaces/](http://lseu.com/bookable-spaces/lse-spaces/)

If you are making a one-off booking, such as a badminton booking, please contact our ARC Staff team: [su.arcstaff@lse.ac.uk](mailto:su.arcstaff@lse.ac.uk)

If you are making a block booking, please contact Alex Reilly, Sports Development Coordinator:

[a.reilly1@lse.ac.uk](mailto:a.reilly1@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](mailto:sportsground@lse.ac.uk)

LSE has 9.5 hectares 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](http://lse.ac.uk/facilitiesguide/usefullinks)

### GYMBOX

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**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](http://www.gymbox.co.uk)

LSE students and staff can enjoy discounted membership rates (LSE ID or “welcome letter” required as proof).

### DW FITNESS GYM AND SWIMMING POOL

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**Location:** The Waldorf Hilton Hotel, Aldwych, London WC2B 4DD

**Opening times:** ask at the venue for more details.

**Contact:** 020 7379 5606 or [www.dwfitnessclubs.com/club/](http://www.dwfitnessclubs.com/club/)

**london\_waldorf** or visit the DW Fitness website.

LSE students may be offered a discounted membership rate: details on application.

### FITNESS FIRST

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**Location:** 246 High Holborn WC1V 7EX

**Opening times:**

Monday – Friday, 6.30pm – 10pm;

Saturday, 9am – 5pm;

Sunday, closed

**Contact:** 0344 571 2874; or visit: [www.fitnessfirst.co.uk/gyms/london-high-holborn/](http://www.fitnessfirst.co.uk/gyms/london-high-holborn/)

### LINCOLN'S INN FIELDS NETBALL AND TENNIS COURTS

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**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



Netball court bookings by email:  
[parks@camden.gov.uk](mailto:parks@camden.gov.uk)

Tennis court bookings:  
[www.camden.gov.uk/active](http://www.camden.gov.uk/active)

### OASIS SPORTS CENTRE

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**Location:** 32 Endell Street,  
London, WC2H 9AG (10 minutes  
from campus)

**Opening hours:**

Monday – Friday, 6.30am – 10pm;

Saturday – Sunday, 9.30am – 6pm

**Contact:** 020 7831 1804 or visit  
their website [www.better.org.uk/leisure/oasis-sports-centre](http://www.better.org.uk/leisure/oasis-sports-centre)

Located close to both the LSE campus and several LSE halls of residence, this fully equipped sports centre has a gym and swimming pool. The centre is run by a partnership between Camden Council and Greenwich Leisure Limited (GLL).

### UNIVERSITY OF LONDON UNION (ULU) GYM AND SWIMMING POOL

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**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 5pm); Sunday, 9am – 9pm  
(swimming pool closed)

**Contact:** 020 7664 2002 / 2091

or see the ULU website for more  
details: [www.ulucol.ac.uk](http://www.ulucol.ac.uk)

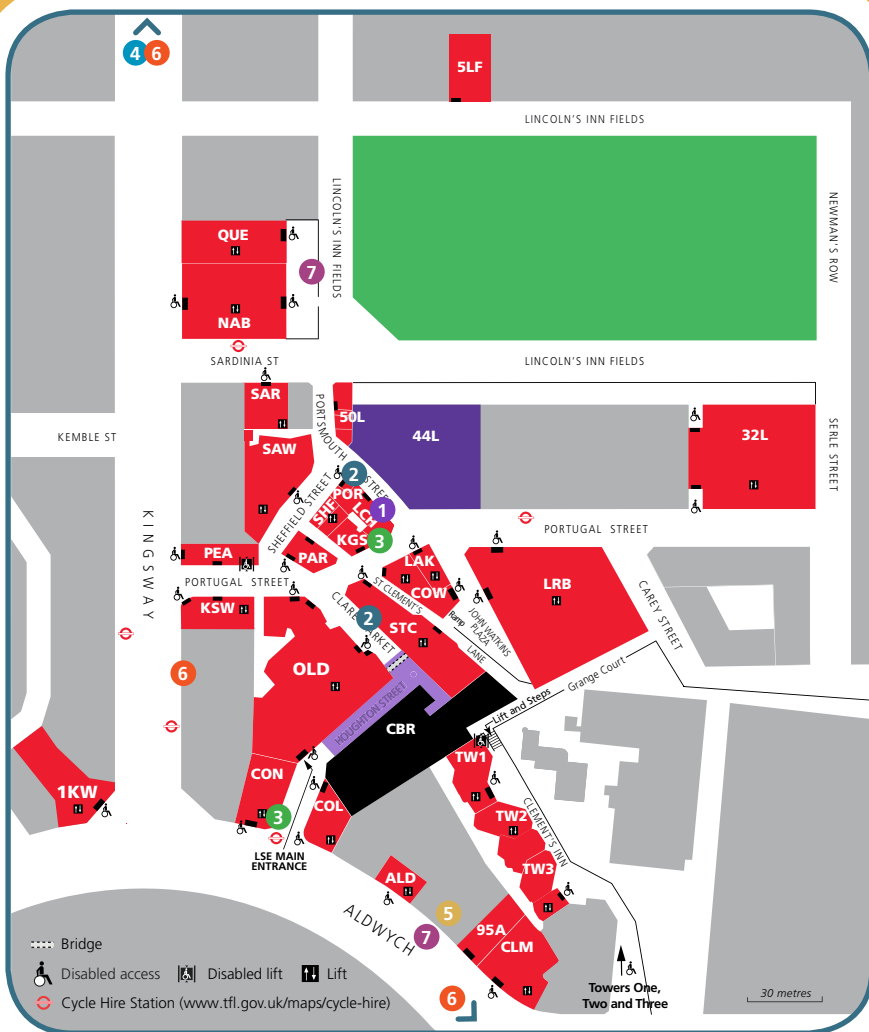
This private health club known as Energybase is open to students and members of the public. Facilities include a 53-station fitness suite, a 33 metre swimming pool and multi-purpose studio. Up to 50 fitness classes are offered per week. There is also a sports hall available for hire that is suitable 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 2016.





■ LSE buildings   ■ No access   ■ LSE under construction   ■ Next development 2017-2020

- 1 SU shops
- 2 Bookshop
- 3 Bank
- 4 Pharmacist
- 5 Post Office
- 6 Supermarket
- 7 Post box

## Shops, banks and post offices



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

### STUDENTS' UNION SHOP

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New click and collect service available through the online shop **lshop.com**

**Location:** Lincoln Chambers, 2-4 Portsmouth Street

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

**Contact:** 020 7955 6708

**email:** [su.shop@lse.ac.uk](mailto:su.shop@lse.ac.uk)

**Website:** [lsesu.com](http://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

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**Location:** 1 Portsmouth Street

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

**email:** [alphabooks@lse.ac.uk](mailto: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

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**Location:** Clare Market

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


**Contact:** 020 7405 5531

**email:** [economists@waterstones.com](mailto:economists@waterstones.com)

LSE has a branch of Waterstones on campus, which offers books from LSE course reading lists and subjects taught at LSE. A link to the Waterstones web pages can be found on the Facilities Guide Useful links web page: [lse.ac.uk/facilitiesguide/usefullinks](http://lse.ac.uk/facilitiesguide/usefullinks)

### ATMS (CASH MACHINES)


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There are numerous ATMs on and around campus, look for the  symbol in the lists below.

### BANKS

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#### 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 £

Child & Co. – 1 Fleet Street, EC4Y 1BD

Co-operative Bank – 60 Kingsway, WC2B 6DS £

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

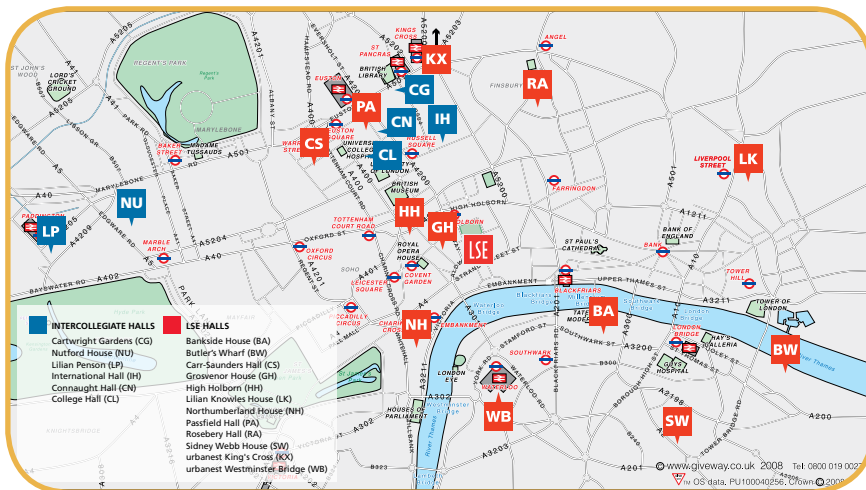
Co-operative Food 16-18 Kingsway WC2B 6LH

Tesco Express –1 25 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 from each halls page. For details on prices and room types, visit:

[lse.ac.uk/studentaccommodation](https://lse.ac.uk/studentaccommodation);

information for current hall residences is available at:

[lse.ac.uk/currenthallresidents](https://lse.ac.uk/currenthallresidents)

### Residential Services Office

**Location:** 3rd floor, Saw Swee Hock Student Centre

**Opening hours:** Monday to Friday, 9am – 5.30pm

**Contact:** 020 7955 7531

**email:** [accommodation@lse.ac.uk](mailto:accommodation@lse.ac.uk)

## FACULTY 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](https://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 [lsevacations.co.uk/lse](http://lsevacations.co.uk/lse)

### **DISCOUNT ON LONDON HOTELS FOR LSE STAFF AND STUDENTS**

#### **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

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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 Resource Booker app once they have successfully completed an on-line training module. 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.

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.

## EVENTS IN SAW

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The Students' Union is responsible for room bookings in the Saw Swee Hock Student Centre. The basement social space "The Venue" holds up to 820 people; The Three Tuns pub can welcome 250 people, the first floor Denning Learning Café has seating for 150 and the 6th floor Weston Café can accommodate 30. 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 Abi Tedder – [a.tedder@lse.ac.uk](mailto:a.tedder@lse.ac.uk)

Spaces in SAW can also be booked by students/societies for practices and rehearsals. For all practice/rehearsal enquiries contact Ali Abas – [a.abas@lse.ac.uk](mailto:a.abas@lse.ac.uk) (for the Activities Studio) or Abi Tedder – [a.tedder@lse.ac.uk](mailto:a.tedder@lse.ac.uk) (for the Venue).

## POSTER POLICY

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There are notice boards in the main entrances of most campus buildings and departments/research centres. Use of these notice boards should be sanctioned by the relevant Students' Union societies/academic department/research centre and posters must be securely fastened to boards to prevent fire

spread. We are trying to prevent fly posting to keep the campus tidy and therefore will remove posters not displayed in approved areas. With agreement of the Director of Facilities Management **a.blair1@lse.ac.uk** exemption can be given in the case of way-finding posters for School events eg, LSE Open Day, visit days etc. All posters should include the LSE logo and a box stating the duration of display for the poster – max one month. Those failing to meet these requirements will be removed.

## OFF CAMPUS EVENTS

Are you arranging an event for LSE students or your society? Why not consider hosting it at the LSE Sportsground at Berrylands? It'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 or fund raising events with a sporting theme (external catering can be arranged to suit your needs).

For more information: see page 39 or visit the website **[lse.ac.uk/intranet/LSESocial/sportsground/Home](https://lse.ac.uk/intranet/LSESocial/sportsground/Home)**

Call 020 8942 1229 or email: **[sportsground@lse.ac.uk](mailto:sportsground@lse.ac.uk)** to discuss your requirements.



# Campus developments



## CENTRE BUILDINGS

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

The £123m project, which is set to be completed in early 2019, will dramatically enhance the learning and research 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.

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

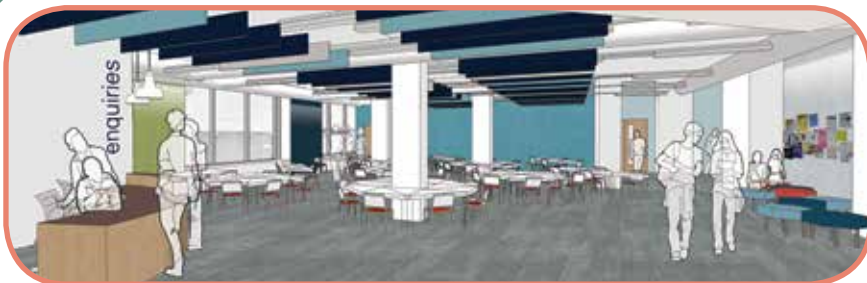
For more information on the project and how it will affect you please visit [lse.ac.uk/centrebuildings](http://lse.ac.uk/centrebuildings)

## CLEMENT HOUSE LEARNING SPACES

In recent surveys students made it clear that they don't have enough spaces around the campus for independent study, for collaborative work, to power their devices or to simply sit between classes (especially where they don't have to pay for food and drink, or share the space with the public).

In response to this feedback a number of spaces in Clement House have been redeveloped, central stairwell alcoves (floors 2-7). These spaces provide students at the LSE with unique, creative and innovative areas to study, to collaborate, to communicate and to think.





## LSE LIFE

LSE LIFE is the School's centre for academic, professional and personal development. We are here to help you find your own "best" ways to study, think about where your studies might lead you, and make the most of your time at LSE.

We offer

- guidance and hands-on practice of the key skills you'll need to do well at LSE: effective reading, academic writing and critical thinking
- workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world
- a place to meet and work together with your peers on interdisciplinary group projects and research

- support in making the transition to (or back to) university life;
  - advice and practice on working in study groups and on cross-cultural communication and teamwork
  - ideas and inspiration about academic pursuits and pathways into professional life
- and much more ...

LSE LIFE is located on the ground floor of the library and is your first port of call to discover what is available for you. The LSE LIFE team, together with advisers and specialists from LSE Careers, LSE Library, the Language Centre and other parts of the School, will be on hand to answer your questions. Sign up for a workshop, come by for help with your homework, or just drop in.

[lse.ac.uk/lselife](http://lse.ac.uk/lselife)



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## **Estates Division**

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

### **email:**

[estates.admin@lse.ac.uk](mailto:estates.admin@lse.ac.uk)

### **Telephone:**

020 7106 1302

### **Website**

[lse.ac.uk/facilitiesguide](http://lse.ac.uk/facilitiesguide)

 [@LSEEstates](https://twitter.com/LSEEstates)

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[lse.ac.uk/designunit](http://lse.ac.uk/designunit)

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**Nigel Stead, LSE Photographer**

**Dan Reeves, LSE Estates Division**

**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.

# **Working together to make the campus a better place**

## **DON'T WALK PAST – REPORT IT!**

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

## **HOW TO CONTACT US:**

**Estates Help Desk** – Monday – Friday, 8.30am – 4.30pm

**emergency:** ext. 2444, communal phones dial #6244;

DD: 020 7831 8713

**general enquiries:** ext. 7956 or ext. 6415

**email:** [estates-help-desk@lse.ac.uk](mailto:estates-help-desk@lse.ac.uk)

**website:** [lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx](http://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx)

