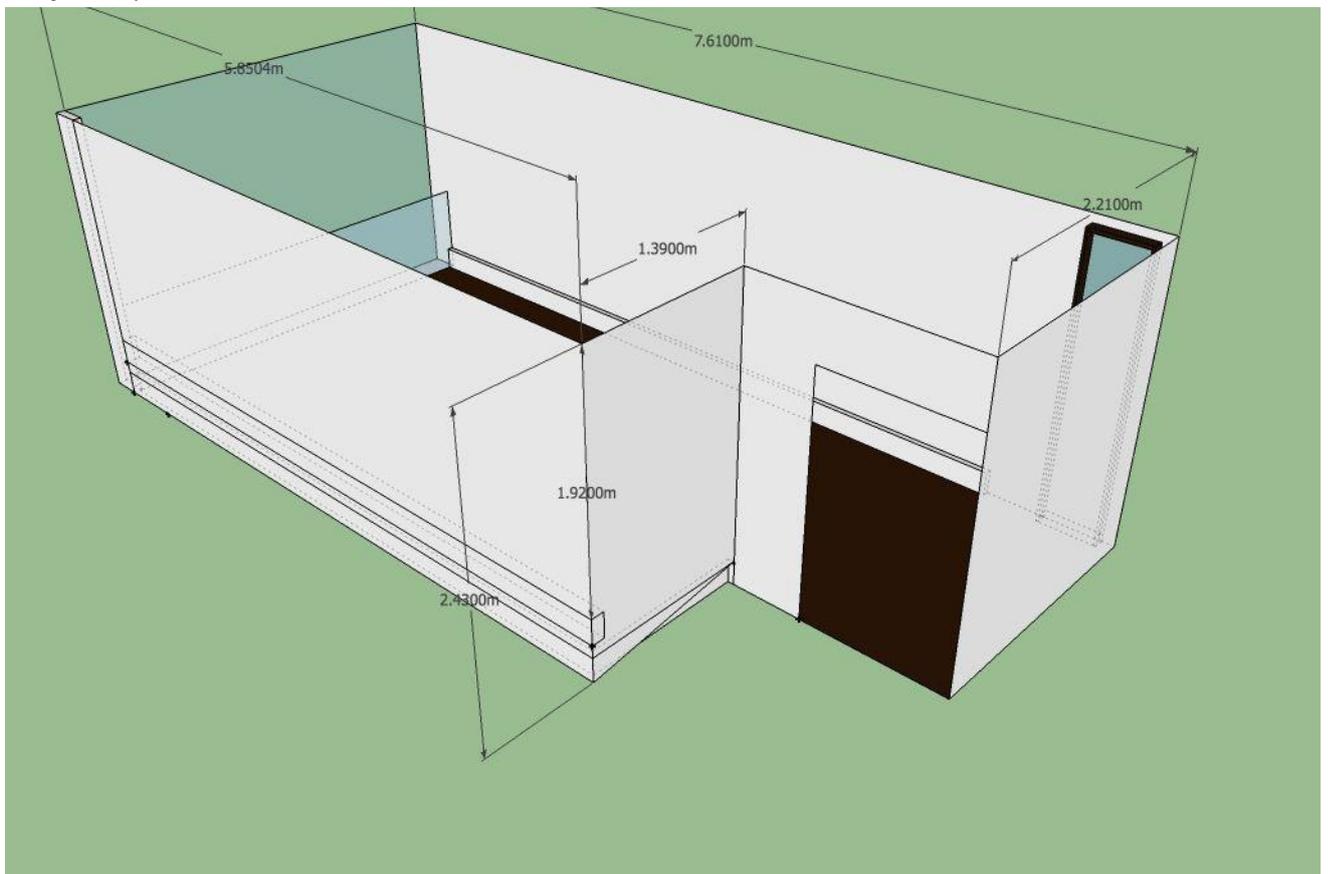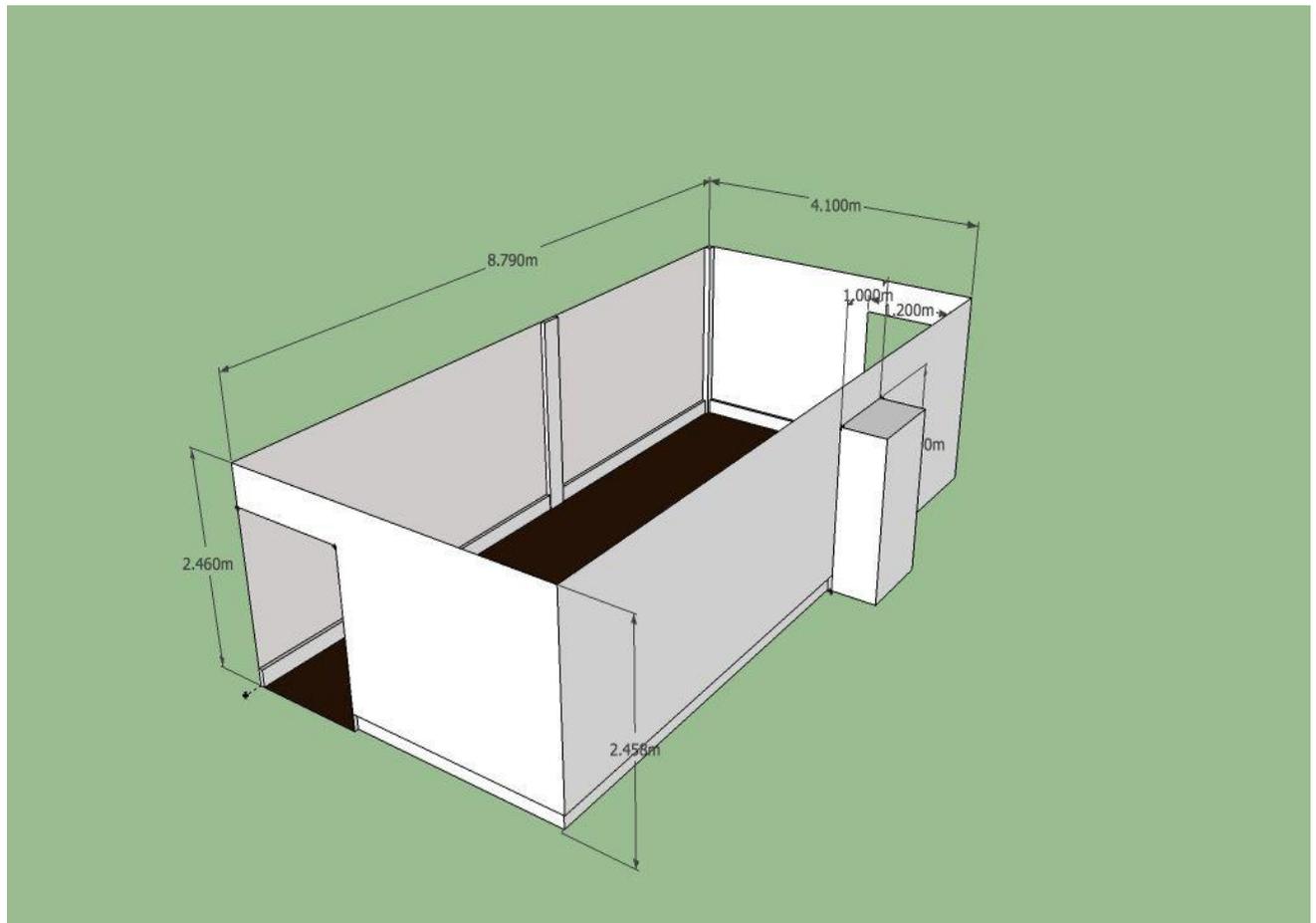# GSA Students' Association

Project Spaces Guide

The Spaces

Both of our project spaces are located on the second floor of the Assembly Building, at 20 Scott Street. They are accessible by lift or by stairs. We call our spaces 'Project Space 1' and 'Project Space 2.' Dimensions and photos of each are below.

Project Space 1

Project Space 2

Booking a Project Space

An application process is open to GSA students wanting to book a project space in the coming semester. Applications are open for limited periods near the beginning of semesters 1 and 2 each academic year. Please check the GSASA website (thegsasa.com) to find dates for upcoming application periods.

Before making an application, please ensure that you have read the Project Spaces Rules for Use and this guide, both available on our website. Applications for projects that violate Rules for Use may be rejected.

For GSASA-affiliated societies looking to book the project spaces, there is a separate booking process. Please email our Societies & Communities Coordinator Leilani Rabemananjara (l.rabemananjara@gsa.ac.uk) for more information.

The Application Process

GSASA aims to keep the application process straightforward and student-led.

We will notify students through our website, Canvas, and social media that applications for project space bookings are open.

The application is a simple Microsoft Form, the link for which will be provided in all Open Call announcements.

Some applications may be filtered based on the Rules for Use and sent back with suggested changes. Applications that are in line with the Rules will be considered by a student-led panel consisting of at least one sabbatical officer and one member of GSASA staff.

If your application is successful, then you may use the space as written in the form. Please know you must clean and return the space by end of day Friday as it was given to you.

Accessing and Using the Spaces

Spaces will be open to students during the week they've booked starting at **10 am on Monday.** You should always let GSASA staff know in advance when you plan to come in so that building cover can be arranged.

Spaces are accessible from **10 am to 5:30 pm** Monday to Friday. It's possible to arrange an evening opening for one day of the week as late as 7 pm, but this must be arranged with GSASA staff a week in advance to ensure building cover. Deinstallation must be complete by **3 pm on Friday.** The project spaces are not currently open on weekends.

All information about what is required of students and what is allowed in the space, including methods of installation, can be found in the Project Space Rules available on our website and Canvas page.

For any questions, please contact us at gsasa@gsa.ac.uk.