

# Book a group study room

How to book on BU Box

## How do I book ?

### 1 Go to BU Box

Log in to the intranet to open the application



### 2 View the schedule

Select your booking date

### 3 Choose your library

Select the Arsenal Library  
Or Manufacture library

### 4 Find an available room

Select a room based on the size of your group  
A green cross indicates that a time slot is available

### 5 Fill in the form

Click on the green cross and fill in the required details  
Confirm your booking

| Heure         | A<br>2 - 3         | B<br>3 - 6         | C<br>3 - 6         | D<br>1 - 2         | E<br>3 - 6         | F<br>2 - 4 | G<br>2 - 4  | H<br>2 - 3         | I<br>2 - 4         |
|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|-------------|--------------------|--------------------|
| 08:30 - 09:00 | +                  | +                  | +                  |                    |                    | +          | +           | +                  | +                  |
| 09:00 - 09:30 |                    |                    |                    |                    |                    | +          |             |                    |                    |
| 09:30 - 10:00 | 09:00-11:00 Occupé | 09:00-11:00 Occupé | 09:00-11:00 Occupé | 08:30-10:00 Occupé | 08:30-10:00 Occupé |            | 09:00-12:00 | 09:00-10:00 Occupé | 09:00-10:00 Occupé |
| 10:00 - 10:30 |                    |                    |                    | +                  |                    |            |             |                    |                    |
| 10:30 - 11:00 |                    |                    |                    | +                  |                    |            |             |                    |                    |

### Ajouter une réservation

Réservation au Nom de :

Fin de la réservation :

08 avr. 2026 Heure : 09:30

sources :

(4 personnes maximum)

ectif du groupe \*

### 6 D-Day

Go to the reception desk with your group :

- Arsenal library : reception, 2nd floor
- Manufacture library : reception building H

An access card will be issued upon presentation of your student card.

## Please note

✓ For UT Capitole student only

✓ 9 hours over a rolling period of 21 days

✓ Respect the room capacity

✓ Reservations will be cancelled after 15 minutes of delay