[Insert organisation name/logo]

# ROOM ALLOCATION TEMPLATE [INSERT MONTH/YEAR]

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Room name**  | **Purpose** | **Activities name** |
| **1** | **[insert room name, for example “gym”]** | **[insert purpose of the room, for example; encourage client physical activities]** | **[insert activities delivered in the room for example; morning body balance class, physical education]** |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |