

RUSU Clubs Space & Equipment Booking

Update August 28, 2018

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✚ **NOTE: = new changes**
= other recent changes

✚ **IMPORTANT:** Clubs may not simply set up a table or activity anywhere on campus whenever they like. Except for Executive or event planning type Meetings held in rooms found through RoomFinder or in general access student spaces, all Club activity on campus must be held in a booked space. If you haven't booked a space and University Security tells you pack up and move on, you need to comply or risk facing student disciplinary procedures.

✚ **IMPORTANT:** You should put in a booking request for space and/or equipment at least **THREE weeks** before your event **BUT, for very large and/or important events**, you should start the booking process at **least 3 months** before the planned event date. If you are selling tickets, you need at least 6 weeks to promote a large event and make sales. Do not promote or sell tickets to your event until you have a venue confirmation and your budget is finalised.

✚ **The Clubs Department Staff do not book space for Clubs**

1. What does it cost for RUSU Clubs to book and use on campus spaces (for RUSU club events only)?

- ❖ There is no hire fee for use of RMIT space for events organised by RUSU Clubs for RMIT student members but you may have to pay for event/venue related services (see next point)
- ❖ RMIT event/venue related services include RMIT cleaners, RMIT Security, RMIT venue managers and RMIT audio-visual services. These services (and fees) will be likely if alcohol is to be served, the event is open to the general public, the event will attract a large crowd or will require a big clean-up
- ❖ Some type of event/venue related service will usually be required for events outside Monday to Friday 8am - 6pm and outside of the teaching periods.

2. What can Clubs book on campus space for?

- ✚ A Club may only book on-campus space for activities and events as included in its' Annual Activity Plan or for Club administrative/planning activities such as Executive Meetings, event planning meetings etc.
- ✚ Clubs must not book space under the Club name for sponsors or any other external organisations
- ✚ Clubs should not present any activity involving the provision of advice or services to support migration to Australia
- ✚ Political Clubs must be mindful of the SSAF legislation requirements

3. Spaces managed by RMIT Venues

- Includes Storey Hall, Building 80 (SAB) recreational spaces, New Academic Street (the new spaces from the redevelopment of Buildings 8, 10, 12 and 14), and outdoor spaces.
- For full list and info about capacity etc., see our separate document "RMIT Venues Spaces" in the Club Executive Google Folder. It is also available through the Clubs resources Page on the RUSU web site - <http://rusu.rmit.edu.au/club-resources>

✚ **NOTE:** Building 80 Level 3 is not available for the first 3 weeks of Semester

➤ **To request a "RMIT Venues Spaces" booking,**

New process is that **Club President's** put in a request through an online portal at:

https://apac-api.priava.com/api/rmit_uni-RMITallstaff/calendar.html

NOTE: For 2019, each club will nominate one club executive to coordinate on campus space bookings. For the rest of 2018, only club Presidents can make the booking.

There are 3 steps:

1. Search for availability (put in your date and it will show all the Venues managed spaces bookings)
2. Choose your venue/s and estimated time slot - Click and drag on an empty booking space for the venue of your choice and repeat for multiple venues.
3. Make an enquiry - you fill in two sections: 1. Venue Details and 2. Your details

❖ RMIT Venues will then send an email to confirm they have received your enquiry.

❖ RMIT Venues will then follow up with an email confirmation or a request for you to complete risk assessment form etc. to determine if you need to hire RMIT Security

❖ **If you know you will probably need security, save time and send Venues a completed Event Risk Assessment – there's a copy in the Club Executive Google Folder – ON CAMPUS EVENTS PLANNING sub folder**

✚ You may be required to meet with RMIT Venues staff before the booking is confirmed to talk through your event needs

❖ **TIPS:**

✚ RMIT may contact the RUSU Clubs Department to check if a RUSU Club's booking request is:

- Submitted by the current President

- For an event consistent with the Club's Aims
- For an event included in the Club's Annual Activity Plan
- From a Club with the capacity to run such an event and pay all costs
- Possibly made by the club so an external organisation or person can get free/low cost access to RMIT facilities. Examples of such external parties include (but are not limited to) Club sponsors (for example, Migration Agents, Real Estate Property Agents or English Language Providers), religious organisations, political organisations, charities, governments/government representatives or any other external organisation a Club may be linked to.

4. Booking academic spaces

Process was – email Venues, they'd send you a form to fill in and return to them. But, clubs are telling us it's taking several weeks for Venues to even email the form to clubs.

So, now, we suggest clubs just send Venues the completed form fill in the form. So:

1. Download and fill in the form that is now in the ON CAMPUS EVENT PLANNING section of the RUSU Clubs Executives Google Resource Folder – we've changed title of form to: "Application for hire of academic space"
2. For the "Venue" section, choose "other" and then put the space you want in
3. If you don't know exactly what room you want, ask for type of space you want eg. Lecture theatre, meeting room, etc.
4. Send the completed form to venues@rmit.edu.au – subject your email " <insert your club's name> request booking academic space on <insert date>" for example:

"RMIT Happy Smiles club request booking academic space May 1, 2018"

5. Write in the body of your email – "Hi Venues, Thought we'd save time and fill out our form for you to send to academic space people. Please find it attached. Thanks!"

✚ **NOTE:** Academic space bookings are only available during Semester from Monday to Friday 8.30 am to 9.30 pm

✚ **Academic Spaces may not be available until after week 3 (until the semester timetable is settled)**

- Be prepared to negotiate a different space if the one you want is not available

➤ You may be required to meet with RMIT Venues staff before the booking is confirmed to talk through your event needs

- ✚ **IMPORTANT** – If your Club wants to book an academic space, the form you complete and return to Venues is sent to a different department at RMIT. Please don't continue to contact Venues to ask about the progress of such a booking – Venues can't assist once the booking is sent off.

5. Other University managed meeting & rec spaces

- ✚ **Each campus has small rooms available to book through the BookIt system** – usually these fit between 4 to 8 people so would be ideal for club executive or event organising meetings. Some are in the Libraries, some are in RMIT Connect (City Building 8 Level 4)

➤ Go to: <https://bookit.rmit.edu.au/cire/login.aspx>

A'Beckett Urban Square –

- First check that the Social Sports Program isn't already using the space : <https://www.rmit.edu.au/students/life-and-work-opportunities/sport-and-fitness/social-sport>
- Then email your booking request to: sport@rmit.edu.au
- Include all your event details – your club name, who you are, what the event is, date you want to book, times you want to book [make sure you include set up and pack up time] and which bits of the Square you want – just the BBQS? Just one of the basketball courts, all of the Square? Etc.)

Room Finder no longer exists

- **Bundoora Netball and Sports Centre (BNASC)** – Contact BNASC via Tel: +61 3 9925 7999 or Email: programs@rmit.edu.au
 - ✚ Bookings after 4 pm or on weekends need to be booked well in advance (up to 6 months in advance!). If possible, hold your club events at BNASC on weekdays before 4 pm.

6. University Audiovisual Services – AV Loans (equipment and technicians to work at your event)

- To borrow the equipment listed in the AV Loans Catalogue (and which the club will operate), email AV Loans at avloans@rmit.edu.au or go and visit AV Loans Office opposite the elevators in RMIT Building 8 Level 7 Room 44

✚ To find out what you can borrow and some more information about AV Loans, download their catalogue - go to: <http://www1.rmit.edu.au/browse;ID=gkzgusti1a0c>

✚ **Overnight or over the weekend AV Loans** may require you to find a Staff member to approve your loan. You can ask your Clubs Officer for this support – email them the details of your loan.

- For on campus events, to book equipment AV loans does not have and/or to book an audiovisual technician to work at your on campus event (including setting up an packing down), you need to telephone IT Support Centre on 9925 8888 **and** ask to be transferred to AV Events

7. RUSU Controlled space and equipment:

7.1. RUSU Spaces available (City Campus only)

- ❖ There are three (3) RUSU managed spaces Clubs can book:
 1. RUSU Multipurpose Room in Building 57, Level 4, Room 37
 2. RUSU Small Meeting Room in Building 57 (behind the RUSU Reception Office)
 3. The RUSU Activity Space Building 10 Level 3 Room 59

➤ For full details of the spaces and to request a booking (through a google form), go to <http://rusu.rmit.edu.au/roombookings>

✚ **IMPORTANT:** You need to be logged into Google through your RMIT email to access the form

✚ **IMPORTANT:** You probably won't be permitted to book the RUSU Activity Space at 10.3 on a weekly basis - we need to share this space equitably. But, if you want to try to get the new space regularly, please contact rusu.roombookings@rmit.edu.au to discuss your request **before** you submit an online booking form

✚ **ALSO:** RUSU will match Club events to the most suitable RUSU space - not all events will be best suited to the 10.3. RUSU Activity Space

NOTE #1: RUSU Spaces booked by RUSU Clubs are to be used by RUSU Clubs only - do not book any on campus space for a sponsor or external organisation

NOTE #2: You must wait to receive a **confirmation of any on campus booking** - don't assume your booking is approved just because you've submitted a booking form!

➤ **NOTE #3:** **If your Club plans to have alcohol in a RUSU space**, your Club **must** contact RMIT Security to advise them of the event (send an email outlining your event to: security@rmit.edu.au). You may have to complete and submit an Event Risk Assessment (ERA) form so Security can decide if your Club must have (and pay for) RMIT Security Guards at the event. RMIT Security costs about \$140 per guard (you must use RMIT Security)

➤ **Also contact RMIT Security** if you think your Club event may require security (for example, if important people are attending, if there is a chance the event may attract protesters etc.)

✚ **NOTE 4:** Please look after RUSU Spaces at your Clubs' events.

✚ **IMPORTANT INFO ABOUT THE 10.3 ACTIVITY SPACE:** At least a **two work days before your event**, visit, email or phone contact the RUSU Student Liaison Officer (SLO) in the RUSU Building 12 Level 4 office (RUSU Central) to:

- Make sure you can get access to the space if the activity is before or after RUSU Central opening hours (M- F 9- 4)
- Make sure there are enough tables/chairs in the space for your event
- If you need advice about using the AV in the room
- If you need earlier access to put food/drink in the fridge
- Anything about the space

The office phone number is 9925 5004

7.2 RUSU Clubs Equipment Booking:

❖ Book online **AT LEAST TWO WEEKS BEFORE YOUR EVENTS** via google form at <https://rusu.rmit.edu.au/club-resources>

7.3 RUSU EFTPOS Machines:

- ❖ RUSU Clubs may be able to borrow one or (at City Campus only) two of RUSU's EFTPOS Machines for taking credit/debit card payments at RUSU Club events
- ❖ We only loan the machines out overnight or, if the machines can be safely secured on campus, for a weekend. The money comes to RUSU then we transfer it to the club account

➤ You have to fill in a booking form - email your Clubs Officer for a copy of the form

▪ The peak period is Aug/Sept due to our Fine Arts Clubs Auctions

7.4. RUSU Chill N Grills:

- ❖ Clubs may ask to set up tables or activities as part of RUSU Chill N Grill events – Tues @ Brunswick, Wed @ Bundoora West and Thurs @ City Alumni Courtyard.
- To request this, please email rusu.clubs@rmit.edu.au at least **2 weeks before** the wanted date.

8. When to contact your RUSU Club Officer about room bookings/on campus events

- ❖ When you follow the process provided in this Guide but receive advice that the system has changed
- ❖ You have not received any response 3 weeks after submitting your initial email enquiry or completed booking form to RMIT Venues, or 2 weeks after submitting a booking request to RUSU
- ❖ If you have not yet received an invoice (demand for payment) for RMIT Security costs, RMIT Venues costs etc. 4 weeks **after** your event
- ❖ When your club wants to organise a large event and needs some help working with University about it.
- ❖ If you need to order extra rubbish bins for your event
- ❖ When you want to book one of the RUSU spaces and would like to know if the space is available
- ❖ If there was a significant problem at your event

General email: rusu.clubs@rmit.edu.au OR Contact your Clubs Officer jacqueline.out@rmit.edu.au (City) maggie.greenham@rmit.edu.au (B'wick, Bundoora & political clubs)