

RUSU Clubs Space & Equipment Booking

Update August 7, 2017

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**NOTE: Anything coloured in yellow = new change
green = other recent changes (from July)**

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.

1. What does it cost for RUSU Clubs to book and use on campus spaces?

- ❖ There is 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. Centrally controlled University space (recreational spaces and academic spaces (not RUSU or NAS spaces))

- See separate document the Club Executive Google Folder "RMIT Venues Spaces" for info about available non-academic spaces. It is also available through the Clubs resources Page on the RUSU web site - <http://rusu.rmit.edu.au/club-resources>
- To request a University space booking, email venues@rmit.edu.au with the following information:
 - Your name, student number and mobile phone number
 - Which club you want to book a space for
 - The title of your role in the Club (only Club Committee Members may book on campus space for their Club)
 - Which room you would like to book

- If the booking is just for one event or regular events (for example, weekly)
- Date/s and time/s you would like to book the space for
- What you will use the space for (nature of the event/s)
- Estimated number of people.
- If there will be alcohol at the event
- If you don't know exactly what room you want, include as much information as possible in the email to venues (for example, "We would like to book a lecture theatre like 80.2.7 to fit 100 students and which has microphone and projector facilities")
- **NOTE:** Building 80 Level 3 is not available for the first 3 weeks of Semester
- RMIT Venues will then send a form to complete and return to them – the form asks for more details about the event.
- There is officially 2 week turnaround cycle to get a response to your booking request. BUT most Clubs know it takes longer - it will take even longer for approval if your event is large, after hours or involves alcohol, special guests etc.
- 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
- ❖ **ADVICE:** For very large and/or important events, you should start the booking process at least 2 months before the planned event date. If you are selling tickets, you need at least 6 weeks to promote a large event. Do not promote or sell tickets to your event until you have the venue and your budget finalised.
- ❖ **TIPS:**
 - Have only one club member coordinate all of your club's space bookings.
 - Be willing to negotiate and compromise – the exact space you want may not be available.
- ⚠ RMIT may contact the RUSU Clubs Department to check if a RUSU Club's booking request is:
 - Made by a member of a RUSU Club Committee
 - 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. Other University managed meeting and recreational spaces

- **Small meeting rooms** in Building 80 (SAB), RMIT Libraries, RMIT Connect, Building 80 & Building 10 Level 13 - book through the online Book IT system
<https://bookit.rmit.edu.au/cire/login.aspx>
- **Room Finder** – to identify academic rooms not being used, go to - <https://roomfinder.rmit.edu.au/> (you'll have to log into the RMIT system)
- ⚠ **NOTE:** It is the RUSU Clubs Department advice that clubs only use Book It and Room Finder for activities such as Club Executive meetings – not parties etc – always clean up!
- Although Room Finder may show a room to be free, when you arrive, it may be occupied by a class or students using it for private study
- To work out if the rooms on Room Finder are suitable, you can check the details of the room through the Room Enquiry

Function at "Property Central" (you have to log in) at:

<https://propertycentral.rmit.edu.au/customDefault/home/>

- **Individual Basket Ball courts or BBQs at A'Beckett Urban Square OR the entire space** - book by email to fitness@rmit.edu.au
- ✚ **NOTE:** Only available to book between 9 am and 7 pm
- ✚ **NOTE:** Alcohol is not allowed in this space.
- ✚ **NOTE:** The Square availability may change due to the underground railway construction in the area
- **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.

5. New Academic Street (NAS)

- ❖ NAS is what the building developments in City Campus Buildings 8, 10, 12 and 14 is called. It won't be totally complete until 2018. But, some of the spaces are finished and available to book.
- ❖ The new RUSU Activity Space in Building 10, Level 3, Room 59 is part of NAS – but see Section 7 below for detail about booking the new RUSU space
- ❖ Different RMIT areas manage different spaces in NAS. The website link to go to the Operations Manual for NAS (which lists all available spaces and how to book them), is available through: <https://nas.rmit.edu.au/about/resources/nas-operations-manual/>
- ✚ **IMPORTANT:** The NAS Operations Manual will be updated as new spaces become available and/or booking processes are changed – always check the latest version of the Operations Manual

6. University Audiovisual Services – AV Loans

- Clubs can borrow a range of AV equipment for free from RMIT AV Loans by email to: avloans@rmit.edu.au
- For more info & to download their catalogue, go to: <http://www1.rmit.edu.au/browse:ID=qkzgusti1a0c>
- ✚ **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.

7. RUSU Controlled space and equipment:

7.1. RUSU Spaces available (City Campus only)

- ❖ There are now three (3) RUSU managed spaces that Clubs can book:
 1. **RUSU multipurpose room in Building 57, Level 4, Room 37** (room with tables, chairs, a.v. equip, fits 30 to 40 people.) or our small meeting room 57.4.14 (table, chairs fits 10)
 2. **RUSU Small Meeting Room in Building 57 (behind the RUSU Reception Office)** – fits 10 to 12 – has a conference table and chairs
 3. **The new RUSU Activity Space Building 10 Level 3 Room 59** – fits 50 seated and 80 standing. Includes refrigerators, sink, microwaves and Audiovisual.
- 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 probably won't be permitted to book the RUSU Activity Space in 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 sent in your booking request!
- **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). RMIT Security may require you to complete and submit an Event Risk Assessment

(ERA) form so they can decide if your Club must have (and pay for) RMIT Security Guards at the event. RMIT Security costs about \$140 per guard (it has to be 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.** Failure to do so may result in no more RUSU room bookings for your Club and/or loss of access to Club Grants to cover costs of cleaning/repairs etc!

7.2 RUSU Clubs Equipment Booking:

- ✚ **We are in the process of restocking and working out a more efficient process for RUSU Clubs to book RUSU Clubs event equipment**
- At the moment, please contact your Clubs Officer directly about borrowing RUSU clubs event equipment.
- ❖ Please contact us at least two (2) weeks before your planned event

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
- ❖ Generally, we will only loan the machines out overnight or, if the machines can be safely secured on campus, for a weekend
- The form for RUSU Clubs to complete and submit to request to borrow RUSU EFTPOS Machines is located in the Club Executives Resource Google Folder. Or, email your Clubs Officer for a copy of the form
- Bookings get busy in August due to 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. General booking advice

- ❖ The larger the event, the earlier you should book your venue (at least 8 to 12 weeks ahead)
- ❖ A space booking by email or form submission is not final until you receive a booking confirmation email
- ❖ You should not promote an event location until the space booking is confirmed
- ✚ **The Clubs Department Staff do not book space for Clubs**
- ❖ RUSU Clubs Officers can assist RUSU Clubs with other space negotiations between a club and RMIT for large or unusual events (but we need adequate time to do this)

✚ **Please let RUSU Clubs know if you follow the process provided in this Guide but receive advice that the system has changed.**

Email rusu.clubs@rmit.edu.au