

RUSU Clubs Space & Equipment Booking

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NOTE: Anything coloured in yellow = recent change

- ❖ **IMPORTANT: Clubs may not simply set up a table or activity anywhere on campus whenever they like. 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. More spaces will become available as the building works finish including a new RUSU bookable space in Building 10. RUSU Clubs Department will keep you informed.**

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

- ❖ RMIT Venues are free for events organised by RUSU Clubs for RMIT student members but you may have to pay for venue related services (see next point)
- ❖ RMIT 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 venue related service will usually be required for events outside Monday to Friday 8am - 6pm

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)

- ❖ See separate document the Club Executive Google Folder "RMIT Venues Spaces" for info about available non-academic spaces.
 - **To request a University space booking, fill out the form in the On Campus Events Planning section in the 2017 Club Executive Google Folder or, when you are logged into google through your student email, access it through this link: <file:///I:/RMIT%20Link/RUSU/7%20Clubs%20&%20Societies/CLUBS%20HOW%20TO%20PDFs/SPACE%20BOOKING%20INFO/160908%20Application%20for%20student%20space%20hire.pdf> and email it to venues@rmit.edu.au**

- ✚ It can take two weeks for you to get a reply to your request – it will take even longer for approval if your event is large, after hours or involves alcohol, special guests etc. (see next point)
- ✚ If you are going to have alcohol, your event is large, has important people attending or may in any other way present a safety/.security risk, also complete and email a Risk Assessment Form with your booking request (Form also in the Google Folder)
- ✚ Bookings may also require clubs to complete a risk management form and club event co-ordinators to meet with RMIT Venues staff - (save time – send a completed risk management form in with booking for)
- ✚ So, send your request at least three weeks before your event BUT, the earlier the better (especially for big events)
 - If you want to make a regular booking (for example, for every week during semester) Put the first booking as the "start Date" and the last booking as the "end date" Make sure make this clear in the email to venues. the email to venues include as much detail in your email as possible.
 - 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**
- **TIPS**
 - ❖ Have only one club member coordinate all of your club's space bookings.
 - ❖ Weekend bookings and bookings between semesters will be considered – but, these will involve service fees
 - ❖ Be willing to negotiate and compromise – the exact space you want may not be available.

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: Alcohol is not allowed in this space.**
 - ✚ **NOTE: Half the Square is now a works depot for vehicles and other equipment being used in the new underground railway construction**
 - ✚ **NOTE: Only available to book between 9 am and 7 pm**
- **Bundoora Netball and Sports Centre (BNASC)** – 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.
 - **Contact BNASC via** Tel: +61 3 9925 7999
Email: programs@rmit.edu.au

5. 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=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.

6. RUSU Controlled space and equipment

6.1 RUSU spaces:

- Clubs can book the **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)
- Clubs can also book to use the **kitchenette in our Building 5 area** – there are no cooking or refrigeration facilities but you can use it to prepare food and wash dishes (Monday to Friday 9.30 am to 4.00 pm only)
- ❖ To make a booking request, you must email rusu.roombookings@rmit.edu.au
 - 🚫 **NOTE: Alcohol is not permitted in the RUSU spaces**
- ❖ Booking requests must be sent at least **5 weekdays before** you need the space
- ❖ Include the following **details** with your request:
 - Club name and name, student number and mobile phone # of person making the request
 - Which RUSU room you would like to book (large or small)
 - Date & time you would like to book the room (weekdays 8 am - 8 pm, weekends 8am - 6pm)
 - Purpose of booking (what you want to use it for)
 - Estimated number of people attending (large room holds 30 people, small room 8 people)

6.2 RUSU Equipment Booking: (trestle tables, BBQ tools, first aid kit)

- Email rusu.equipment@rmit.edu.au with the following **details** at least **5 weekdays before your event**:
 - Name of your Club
 - The equipment you would like to borrow
 - Campus you want to use the equipment on
 - Date & time you would like to borrow the equipment (collect & return)
 - Brief description of Club event/activity including location of event/activity
 - Your contact details (including full name, mobile phone & student number).

6.3 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.

7. General booking advice

- ❖ The larger the event, the earlier you should book your venue (at least 8 weeks ahead)
- ❖ A space booking by email or form submission is not final until you receive a confirmation email.
- ❖ You should not promote an event location until the space booking is confirmed.
- ❖ The Clubs Department does not book space for clubs
- ❖ We can assist 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 correct process but receive advice that the system is changed.

❖ rusu.clubs@rmit.edu.au