

Booking Other Spaces

The on-campus spaces listed on this info sheet are not centrally managed **Academic Spaces** or **Venues**. This info sheet also includes links to community spaces available through your **Local Government Area** (City Council).

- Clubs make their own bookings

IMPORTANT: All events except basic club committee meetings (less than 10 RMIT students) require risk management approval **Link to apply Club Event Risk Management Approval Application**

1. LIBRARY MEETING ROOMS

- *Location:* all campuses - various sizes
- *Uses:* Ideal for Club leadership team or planning meetings – not for events

✚ **BOOKING PROCESS:**

<https://resourcebooker.rmit.edu.au/>

2. A'BECKETT URBAN SQUARE

- ✚ **BOOKING PROCESS:** Email programs@rmit.edu.au with your event info at least 3 weeks in advance

3. RUSU SPACES

- **SPACES:** RUSU has several spaces clubs may book including 2 x City Campus & 1 x Bundoora
 - *Uses:* versatile
 - *Space info:*
<https://www.rusu.rmit.edu.au/roombookings>
- ✚ **BOOKING PROCESS:** Complete the form on the website – be sure to also submit your risk management form.

4. RMIT SPORTS CENTRE (BUNDOORA)

- **IMPORTANT:** Bookings are limited & must be made 6 months in advance for peak periods **(after 4 pm weekdays and all weekends)**
 - If possible, hold your club events on weekdays before 4 pm
 - **Booking fees apply**
 - Website for more info:
<https://www.rmit.edu.au/students/student-life/sport-and-fitness/rmit-sports-centre/precinct-facilities>
- ✚ **BOOKING PROCESS:** Email booking request details to the Centre Manager at least 4 weeks in advance at: programs@rmit.edu.au

5. MEDIA PORTAL

- *Location:* City Campus B14 L02: R131
- *Uses:* Fashion shows, panels, functions, registrations, parties & performances
- **IMPORTANT:** Visible to the street so not suitable for events requiring privacy
- **IMPORTANT:** Noise restrictions apply
- ✚ **BOOKING PROCESS:** Email nas.studios@rmit.edu.au

6. MAKER SPACE (CITY)

- *Location:* City - Access via Building 14, Level 3, Room 132, Brunswick– B515
- *Uses:* Clubs can use the space for some sort of maker activity, to run promotional events & meetings.
- **IMPORTANT:** Safety Induction requirements
- ✚ **BOOKING PROCESS:** Go to:
<https://www.rmit.edu.au/library/about-and-contacts/makerspace>

7. OTHER COMMUNITY SPACES

- Local Government areas (City's) offer free & low-cost indoor, outdoor, and recreational spaces & facilities for community group hire.
- **NOTE:** City Councils may require public liability insurance details and a letter from your Clubs Officer identifying your club as a legitimate RMIT student group
- **City of Melbourne (City, Docklands, Carlton, North Melbourne. & Kensington):**
 - Rooms & venues –
<https://www.melbourne.vic.gov.au/community/hubs-bookable-spaces/Pages/low-cost-spaces-in-the-city-of-melbourne.aspx>
 - Sports grounds -
<https://www.melbourne.vic.gov.au/community/sports-recreation/sports-ground-use-permits/Pages/sports-ground-use-permits.aspx>
- **City of Moreland (Brunswick) –** includes indoor & outdoor venues & facilities:
 - <https://www.moreland.vic.gov.au/exploring-moreland/events/venues/?st=Venues&q=Venues>
- **City of Boroondara (Bundoora)** includes indoor and outdoor venues & facilities:
 - <https://www.boroondara.vic.gov.au/recreation-arts/hire-venue>

- **See the other info sheets about booking RMIT Venues or Academic Spaces** at <https://www.rusu.rmit.edu.au/eventspromo>