

On Campus room bookings update

May 2024

Note: **pink text** = a link 😊

RUSU CLUBS

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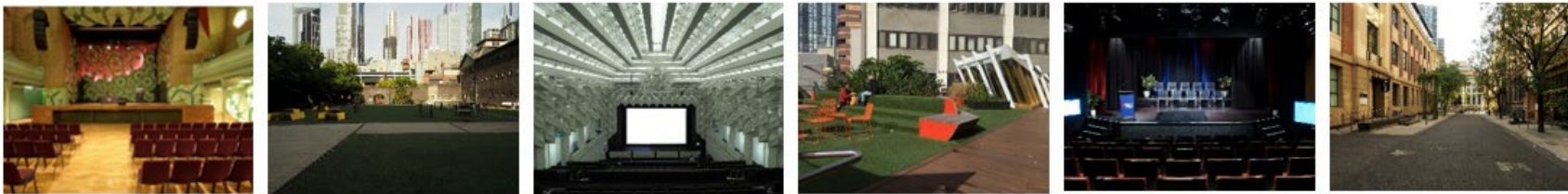
Introducing that the online calendar for RMIT “venue” bookings is changed.

The new system appears more complicated but there are definite benefits. There will be a record of your bookings that you can see for Venues and the Garden Building, there is info about the spaces, and it is clear if the space is free or not (except for the Oxford)!

For the RMIT Venues spaces listed below, complete the [Venues Online Booking Module](#)

- Storey Hall
- The Capitol
- Kaleide Theatre
- SAB Function Spaces
- Portable Stages
- Activities Room
- Megaflex 1, 2 & 3
- Building 78 Student Lounge
- 010.07.052 Portal
- 010.07.221/051 Outdoor Terrace
- NAS Food Court/Retail Market
- Academic Way (street)
- Alumni Courtyard
- Chapel Courtyard
- Sunken Courtyard
- Bowen Plaza, Bowen Street & Bowen Street Outdoor Seating Areas
- Ellis Courtyard
- University Lawn
- O'Grady Place BBQ
- Bundoora East BBQ
- Bundoora West Library Courtyard BBQ
- Building 202 Courtyard
- Building 514 Paved Courtyard
- Brunswick [MPavilion](#)

venues@rmit.edu.au

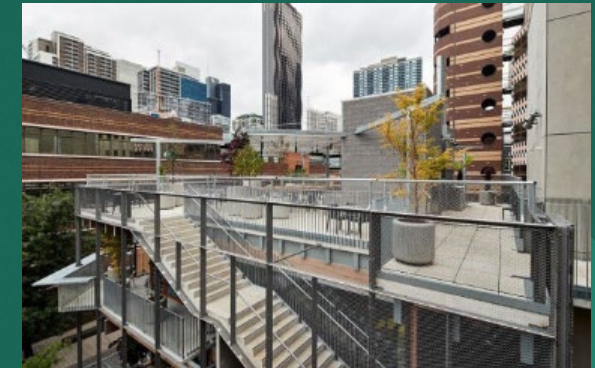


*Note –
write
“N/A”
where it
asks
you for a
Cost
Centre*

For the **Garden Building**, complete the **Student Life Online Booking** **Module**

- Level 6 & 7 Garden Building
- Level 7 Garden Building Terrace

Important – this Module includes the new B47 Multifaith Room Prayer rooms and Level 3 activity space - they are not available for general bookings.



studentlifespaces@rmit.edu.au

For the Oxford Scholar,
request a booking of the spaces below by emailing your request to
functions@mahonygroup.net.au
OR just use the online enquiry form at
<https://www.theoxfordscholar.com.au/contact>

- **Ground Floor**
 - 081.OG.06 Back Bar
 - 081.OG.04 Front Bar
 - 081.OG Entire Bar
 - 081.OG.05 The Atrium
- **Level 1**
 - 081.01.002
 - 081.01.003
- **Level 2**
 - 081.02.001 Foyer
 - 081.02.002
 - 081.02.003
 - 081.02.004
 - 081.02.005
 - 081.02.006

Minimum spends apply.



Ground floor is the main bar and back area, Level 2 are function spaces (capacity 30 to 120 each) ,
Level 2 has one function space (foyer - 20 to 60), Rooms 4, 5 and 6 are small meeting rooms)

Contacts for other spaces on campus



Student Union Activity Spaces (website)

<https://www.rusu.rmit.edu.au/roombookings>



B14 Media Portal

(email)

nas.studios@rmit.edu.au



A'Beckett Urban Square

(email) -

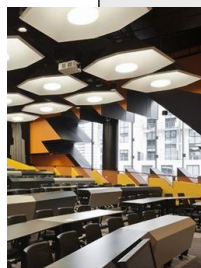
programs@rmit.edu.au



Bundoora Sports Centre

(email)

programs@rmit.edu.au



Classrooms and lecture theatres - go to Academic Space Hire section on <https://www.rusu.rmit.edu.au/RUSU-Club-Leader-Resources-Events-and-Promo>, download & complete an Application for Student Hire Spaces Form. Email completed form to venues@rmit.edu.au

On campus event resources



Property Central

Use the Room or Map Enquiry to get more info about spaces, locate them on a map etc



Club Event Risk Management Approval Form (ERMA)



Student Audio Visual Support

Form to book RMIT AV support (paid service)



Resource Booker

library & B80 spaces for small meetings



propserv.service.desk@mit.edu.au

Email at least 1 week ahead - cleaning (\$) and extra bins (free)



RMIT Security

Emergency support on campus , event security (paid), late night security escort service (to walk people to their car, public transport etc near campus)

Helpful hints

1 Only your club's "designated booker" can book for your club



Please don't promote an event/activity until your booking is confirmed



Submit bookings at least 2 weeks in advance (earlier for major or complicated events)



Big events add extra risk management and planning - that takes time



Staffed Venues (Storey Hall, Kaleide Theatre) require payment for venues staff



Clubs Staff do not make bookings for clubs – we here to help you plan and to back you up when you've made bookings properly and are not asking for anything unreasonable.



Security, cleaning and damage repair costs will be charged to whoever books the event for your club