

Booking RUSU managed space and equipment: V 21 Feb 2019

RUSU SPACES (City Campus only)

There are three (3) RUSU managed spaces Clubs can book:

1. RUSU Multipurpose Room in Building 57, Level 4, Room 37 (capacity – 30)
2. RUSU Small Meeting Room in Building 57 (behind the RUSU Reception Office)
3. The RUSU Activity Space Building 10 Level 3 Room 59 (capacity 50 seated, 70 standing)

BOOKING PROCESS:

1. For full details of the spaces and to request a booking (through a google form), go to <http://rusu.rmit.edu.au/roombookings>
2. Wait for a confirmation of your booking – it may already be booked!

IMPORTANT:

- You need to be logged into Google through your RMIT email to access the form – this works despite the change to Outlook (we will update to Outlook)
- RUSU Activity Space 10.3 is NOT available for regular repeat bookings (e.g. every week)
- RUSU will match Club events to the most suitable RUSU space - not all events will be best suited to the 10.3 Activity Space
- Do not book any on campus space for a sponsor or external organisation
- 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). The ERA form is available on the Clubs Resources page of the RUSU website (link at bottom of this page)
- 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.)

IMPORTANT INFO ABOUT THE 10.3 SPACE:

- At least 2 work days before your event, visit, email or phone contact the RUSU Student Liaison Officer (SLO) at 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

RUSU CLUB EQUIPMENT (RUSU Clubs only)

BOOKING PROCESS:

1. Make a booking request online AT LEAST TWO WEEKS BEFORE YOUR EVENTS via google form at <https://rusu.rmit.edu.au/club-resources>
2. Wait for a confirmation of your booking – it may already be booked!

Available equipment:

- 2 x 128 can coolers (BYO ice)
- 2 x other tubs
- 5 x Trestle tables
- Various Serving platters, cutting boards etc.
- BBQ equipment (tongs etc) (2 kits)
- 2 x portable first aid kits
- 1 x marquee you can BBQ under & 1 x you can't.

IMPORTANT:

- All RUSU Clubs equipment must be collected from and returned to RUSU Offices in Building 57 Level 4 between 9.30 am and 4 pm, Monday to Friday.
- Borrowing outside this time, overnight or for weekends, must be negotiated and will depend of where you can safely store them and your club's previous borrowing history.
- We generally do not allow long term borrowing (more than a couple of days).

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

- The money comes to RUSU and we transfer it to the club account

BOOKING PROCESS:

1. You must fill in and return a booking form - email your Clubs Officer for a copy of the form
2. Wait for a confirmation of your booking – it may already be booked!

IMPORTANT:

- The peak period is Aug/Sept due to our Fine Arts Clubs Auctions
- All RUSU Clubs equipment must be collected from and returned to RUSU Offices in Building 57 Level 4 between 9.30 am and 4 pm, Monday to Friday. Borrowing outside this time, overnight or for weekends, must be negotiated and will depend of where you can safely store them and your club's previous borrowing history.
- We generally do not allow long term borrowing (more than a couple of days).

NOTE: Clubs DO NOT book spaces or equipment through their Clubs Officers except for the EFTPOS Machines
For info about booking University managed space & equip, please see the "Booking University Managed Spaces" doc on the Clubs Resources page -
<https://rusu.rmit.edu.au/club-resources>