

## BOOKING UNIVERSITY MANAGED SPACES

– VERSION 28 March 2019 (updates in yellow)

### Different departments of the University control different spaces & resources:

1. **Bookings of Academic Spaces** (classrooms & lecture theatres except the lecture theatre in Storey Hall Building 16 which is a “Venue” ) and centrally controlled non-academic spaces (**University Venues**) are managed by RMIT Venues. University Venues include Storey Hall (Building 16), Kaleide Theatre, Capitol Theatre, the Building 80 non-teaching spaces (including the rooftop), outdoor spaces, the Garden Building (Building 12) etc.
2. “**Book It**” system rooms are managed by multiple parties (depends on the space you want to book)
3. The Library controls the **Maker Space**
4. RMIT Student Life (Sports) control **A’Beckett Urban Square**
5. **Bundoora Netball & Sports Centre** (BNASC) controls itself
6. Students can book some audio-visual equipment through **AV Loans** (this is not the same as booking an AV technician and equipment for events held in the major Venues – including Storey Hall, Kaleide Theatre, Alumni Courtyard & Capitol Theatre)
7. There is some sports equipment you can borrow at City Campus through Social Sports

### IMPORTANT:

1. Each Club must nominate one RMIT student representative who is authorised to make bookings for its’ club. Make sure the RUSU Clubs Department knows who this is. Otherwise, the default representative will be the registered club President
2. Your designated booker must use their student email to make the booking
3. All bookings must be submitted AT LEAST 2 weeks before your event. HOWEVER, for events in University Venues for less than 100 people, you should submit a booking request at least 4 weeks before your event. For events for over 100 people, it is 8 weeks before the event.
4. Submitting a booking request does not guarantee your booking – you need to wait to receive a booking confirmation
5. Be prepared to negotiate a different space or different day/time if the one you want is not available
6. University space is free of charge to RMIT Clubs – HOWEVER, you may have to pay for RMIT Security guards, University Venues staff, University cleaners, extra bins etc. Clubs can’t hire their own external security etc.
7. If you use the major venues (Storey Hall, Kaleide Theatre, Capitol Theatre), the in-house audio-visual equipment and any extra AV equipment can only be operated/provided by the University AV contractors.
8. RMIT may contact the RUSU Clubs Department to check if a RUSU Club’s booking request is:
  - Submitted by the nominated Club Rep (or default, President)
  - For an event consistent with the Club’s Aims
  - For an event included in the Club’s Annual Activity Plan
  - From a Club capable of running and paying for such an event
  - 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 or government representatives or any other external organisation a Club may be linked to.

Once you make a request for any University space, you may also be asked to:

- Complete a Security Risk Assessment (you will be sent a form)
- Meet with the Venues Manager and/or Security etc. to do a walk through of your venue set up or event needs
- Book University Audio Visual
- Book University cleaners, extra bins etc

**PROBLEM:** Only RMIT Staff can book the University AV technicians and equipment, cleaners, extra bins etc. RUSU is working with the University to find a more practical way to do this - Clubs Department Staff do not do this for Clubs.

### 1. BOOKING ACADEMIC SPACES:

1. Academic Spaces availabilities are not finalised for weekdays until each Semester timetable is finalised – at about week 3 or 4 of each Semester so your chance of booking before then is limited – try a RUSU Space or Venue
2. There is little chance that a classroom or lecture theatre will be available for clubs on weekdays between 8 am to 6pm. Try night times and weekends or book a Venue or RUSU Space

### BOOKING PROCESS:

1. Download & fill in the form: “Application for student hire of academic space” – available on the RUSU Clubs Resources page.
  - 1.1. For the “Venue” section, choose “other” and type in the space you want in
  - 1.2. If you don’t know exactly what room you want, ask for type of space you want e.g. Lecture theatre, meeting room, etc.
2. Send the completed form to [venues@rmit.edu.au](mailto:venues@rmit.edu.au) – subject your email “<insert your club’s name> request booking academic space on <insert date>” for example: “RMIT Happy Smiles club request booking academic space May 1, 2019”
3. Write in the body of your email – “Hi Venues, please find it attached a request to book an academic space for the RMIT Happy Smiles Club from 3 pm to 8 pm on Wednesday 1<sup>st</sup> May 2019. We are happy to use an alternative space that can provide the following facilities <list what you need – capacity, equipment, general campus area etc> Thanks!”

### 2. CENTRALLY CONTROLLED NON-ACADEMIC SPACES (UNIVERSITY VENUES)

#### IMPORTANT:

- From 2019, staffed RMIT Venues (Story Hall, Kaleide Theatre, Capitol Theatre) are only available to each Club a maximum of 2 times per semester
- Other than the staffed Venues (above), clubs may try to book Venues on a weekly basis
- For full list and info about capacity etc., see our separate document “RMIT Venues Spaces” on the Clubs Resources Page on the RUSU web site - <http://rusu.rmit.edu.au/club-resources>

#### BOOKING PROCESS:

1. Go to the online portal at: [https://apac-api.priava.com/api/rmit\\_uni-RMITallstaff/calendar.html](https://apac-api.priava.com/api/rmit_uni-RMITallstaff/calendar.html)
2. Search for availability (select “Your date” and use the calendar that pops up to select a date. Then click “search availability”. It will show all the Venues managed spaces

bookings for that date (bright green = booked, orange means a booking request is submitted but not finalised)

3. Choose your venue/s and estimated time slot - Click and drag on an empty booking space for the venue of your choice and repeat for multiple venues.
  4. Remember to include the event set up (bump in) and break down (pack up) times in your booking
  5. When you've highlighted, go to bottom right of the screen and click on "Make an enquiry": a pop-up form will appear which you have to fill in – there are two sections: 1. Venue Details and 2. Your details (make sure you write your Club name there somewhere)
    - RMIT Venues will then send an email to confirm they received your enquiry.
    - RMIT Venues will follow up with an email confirmation or a request for you to complete risk assessment form etc. to determine if you need to hire RMIT Security
- ❖ If you know you will probably need security, save time and send Venues a completed Event Risk Assessment straight away via the [venues@rmit.edu.au](mailto:venues@rmit.edu.au) email – there's a copy on the Clubs Resources page (see link below). In that email, let them know you've submitted a request through the online portal.

### 3. **BOOK IT SYSTEM ROOMS:**

- Each campus has small rooms available to book through the BookIt system – usually these fit between 4 to 8 people so would be ideal for club executive or event organising meetings. Some are in the Libraries, some are in RMIT Connect (City Building 8 Level 4)
- Bookings can generally only be made a day or two in advance – so, it's not useful for weekly bookings etc.

### 📌 **BOOKING PROCESS:**

1. Use your student log in to get into the system at: <https://bookit.rmit.edu.au/cire/login.aspx>
2. Different users will have different access to space – hunt around until you find something which suits you (red highlight = already booked)
3. When you find the resource that you want on the day and time you want it, click on your start time and a "Booking Properties" mini screen will pop up. Use your same (student number) and book as you need it: A booking confirmation email will come through to you

### 4. **MAKER SPACE – Building 14, Level 3, Room 132 (enter from Franklin Street)-**

#### 📌 **BOOKING PROCESS:**

1. For info and booking details go to: <https://sites.google.com/rmit.edu.au/rmit-library-makerspace/home?authuser=0>
  - This is a new space with lots of tools and equipment for students to make stuff!
  - The space provides access to a growing range [tools and equipment](#) to help you experiment, investigate and problem solve. The makerspace is not intended as a teaching space or as a de facto studio space.
  - Clubs can use the space for some sort of maker activity, to run a promotional event for your club perhaps and possibly to run a meeting in the space.
  - To get you started The Maker Space offers regular induction sessions for the space and certain tools and technology. Check out [what's on](#) and find an induction time that suits you.

### 5. **A'BECKETT URBAN SQUARE:**

#### 📌 **BOOKING PROCESS:**

1. First check that the Social Sports Program isn't already using the space : <https://www.rmit.edu.au/students/life-and-work-opportunities/sport-and-fitness/social-sport>
2. Then email your booking request to: [programs@rmit.edu.au](mailto:programs@rmit.edu.au)
3. Include all your event details – your club name, who you are, what the event is, date you want to book, times you want to book [make sure you include set up and pack up time] and which bits of the Square you want – just the BBQS? Just one of the basketball courts, all the Square?)

### 6. **BUNDOORA NETBALL AND SPORTS CENTRE (BNASC)**

#### 📌 **BOOKING PROCESS:**

1. Contact BNASC via Tel: +61 3 9925 7999 or Email: [programs@rmit.edu.au](mailto:programs@rmit.edu.au)

#### **IMPORTANT:**

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.

### 7. **AV LOANS**

- All students can borrow a range of AV equipment to self-operate through AV Loans (with the earlier mentioned restrictions that may be in place for the major University Venues)
- The catalogue of this equipment can be found at: <http://www1.rmit.edu.au/browse;ID=qkzgusti1a0c>

#### 📌 **BOOKING PROCESS:**

1. Email your request to AV Loans at [avloans@rmit.edu.au](mailto:avloans@rmit.edu.au) or go and visit AV Loans Office opposite the elevators in RMIT Building 8 Level 7 Room 44

#### **IMPORTANT:**

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.

8. **SPORTS EQUIPMENT AT CITY CAMPUS** – there is some equipment you can borrow through "Social Sport" – the office is on street level at the back of ground floor of Building 80 - across from A'Beckett Urban Square.

📌 **BOOKING PROCESS:** Go and visit the office or email on [socialsport@rmit.edu.au](mailto:socialsport@rmit.edu.au)

### **WHEN TO CONTACT YOUR RUSU CLUB OFFICER ABOUT ROOM BOOKINGS/ON CAMPUS EVENTS**

- ❖ When you follow the process provided in this Guide but receive advice that the system has changed
- ❖ You have not received any response 3 weeks after submission of your booking request
- ❖ If you have not yet received an invoice (demand for payment) for RMIT Security costs, RMIT Venues costs etc. 4 weeks after your event
- ❖ When your club wants to organise a large event and needs some help working with University about it.
- ❖ If there was a significant problem at your event
- ❖ **Email:** [rusu.clubs@rmit.edu.au](mailto:rusu.clubs@rmit.edu.au)

**FOR INFORMATION ABOUT BOOKING RUSU MANAGED ROOMS & EQUIPMENT, Please refer to the document "Booking RUSU Managed Space\_Equip" – available on the Clubs Resources page of the RUSU website at: <https://rusu.rmit.edu.au/club-resources>**