

On Campus events bookings guide

January 2025 update

Note: **pink text** = a link 😊

RUSU CLUBS

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A Guide to booking on-campus spaces for club events & activities

The online module to book RMIT “Venues” keep a record of your bookings, there is info about the spaces, and it is clear if the space is available to book(except for the Oxford)! You can also go back and cancel or update your bookings. A new online form is available for academic spaces.

If a space is not included in this doc, it is not bookable.

Before you begin - helpful hints



#1 Only your club's "**designated room booker**" may book for your club and **Club event risk management approval (ERMA)** will generally be required to finalise the booking (any club leader can submit the ERMA)



ALWAYS use an **RMIT email** to make on campus space/facility enquiries/bookings



Be very clear booking/enquiries are for a **registered RMIT club** (and which club)



Please don't promote your event/activity location until the **venue is confirmed**



For **small/ medium simple events**, submit on campus space/facility **bookings at least 2 weeks in advance**



Large +/or complicated events = >planning + extra risk management - **book at least 4 weeks in advance**



Clubs must pay for RMIT event related services including venue managers and technicians at RMIT Major venues (Storey Hall, Kaleide Theatre), RMIT Cleaning and RMIT Security. These are not free to clubs & RMIT will decide what's required.



Unplanned costs : RMIT might decide a club did not adequately clean up after an event or that there is damage requiring repairs. The cost of these will be charged to event made the bookings for the club.



Clubs do not have an **RMIT internal order number (ION)** or **Cost Code Centre** for booking paid RMIT venues/ event related services.. Contact your Clubs Officer for assistance if needed.



Clubs Staff do not make bookings for clubs & RUSU does not have event equipment to lend.

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
- Garden Building B12 Levels 6 (inside) and 7 (open air)
- 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*



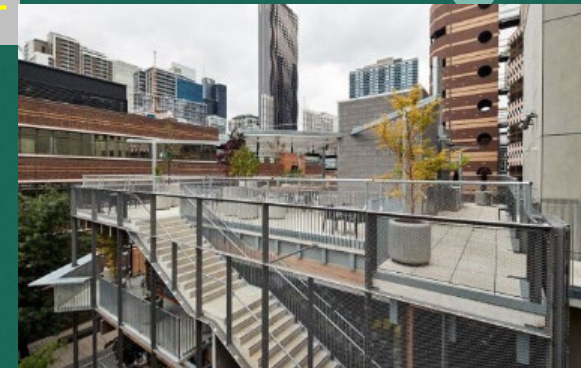
RMIT Prayer Rooms + Multifaith Centre Bldg 46L

8 Orr Street Carlton (between Bldg 51 and Lygon St)

- For info about all RMIT Prayer Room facilities- see <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/prayer-rooms>

Multifaith Centre B47 - <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/prayer-rooms/multifaith-wellbeing-centre> :

- RMIT ID card swipe access only
- Prayer Rooms - female Level 1 [ground floor] male Level 2
- Prayer Rooms are reserved for Islamic prayers Monday to Friday 12 pm to 8pm. **For use by RMIT students & staff only - it not a public prayer facility**
- Possibility for other faith groups to book Prayer Rooms in mornings (noting male/female only use may apply)
- Level 1 Room 08 bookable by faith or cultural clubs - fits 30 people.
- Level 3 studio space totally booked out by RMIT active clubs
- Please email RMIT Chaplaincy until about Level 1 + 2 bookings. chaplaincy@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.



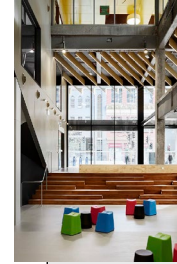
Ground floor is the main bar and back area, Level 2 are function spaces (capacity 30 to 120 each) ,
Level 2 has one function space (foyer - 20 to 60), Rooms 4, 5 and 6 are small meeting rooms)

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



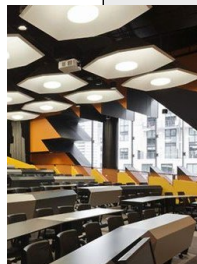
A'Beckett Urban Square
(email) -

programs@rmit.edu.au



Bundoora Sports Centre
(email)

programs@rmit.edu.au



Academic spaces - Classrooms and lecture theatres -
complete this form [Application for Student Use of Academic Space](#)

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)