

# On Campus events bookings guide

07 Feb 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**

**RMIT event related services**, such as venue managers and technicians at the "major" venues, as well as cleaning and security (any location) are provided on a "**fee for service**" basis . Clubs must pay for them

**Unplanned costs** : If RMIT decides a club did not properly clean up after an event or if there is damage needing repairs, the costs for this will be charged to the person who booked the space 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.

**Garden Building Tip:** If you want to use the outdoor Level 7 BBQ area, **ALWAYS** also book inside Level 6 (in case of bad weather)

**The "function" spaces in Building 80 offer various options.** Note there is no weather protection on the rooftop. Levels 4 and 7 "function spaces" are good alternatives.

**Event equipment:** - what is in the space is all that is provided Anything else needed must be hired in (and paid for) by the club . There is no event equipment hire/lend service at RMIT

# 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](mailto:venues@rmit.edu.au)

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





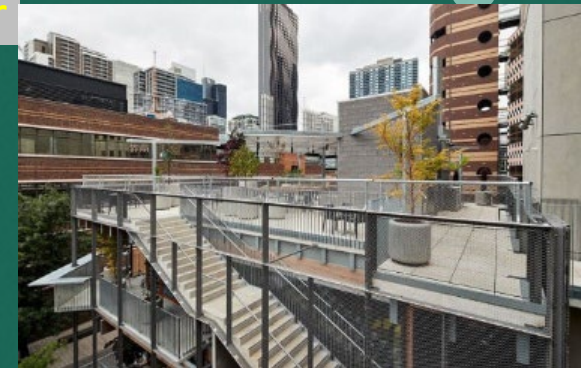
# RMIT Prayer Rooms + Multifaith Centre Bldg 46L

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](mailto:chaplaincy@rmit.edu.au)



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

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

*Minimum spends apply.*



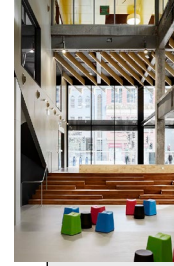
Ground floor is the main bar and back area, Level 2 are function spaces (capacity 30 to 120 each) ,  
Level 2 has one function space (foyer - 20 to 60), Rooms 4, 5 and 6 are small meeting rooms)

# 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](mailto:nas.studios@rmit.edu.au)



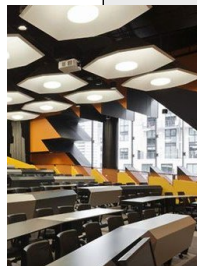
**A'Beckett Urban Square  
(email) -**

[programs@rmit.edu.au](mailto:programs@rmit.edu.au)



**Bundoora Sports Centre  
(email)**

[programs@rmit.edu.au](mailto: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@rmit.edu.au](mailto:propserv.service.desk@rmit.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)