

## Welcome to The Pulse – RMIT Building 204

The Pulse is a versatile event space at Bundoora West, frequently used for student-facing community gatherings and celebrations. It is a large, open space designed for social interaction, relaxation, and engagement. The area includes a Pool Table, Table Tennis table and a TV, creating a casual and entertaining atmosphere. A small courtyard provides an outdoor extension, offering a refreshing break from indoor activities.

The space is furnished with tables, couches and chairs, making it suitable for both seated events and informal gatherings. A mini kitchenette is also available, allowing for light food preparation and refreshments. With its flexible setup and welcoming environment, The Pulse serves as a vibrant hub for student activities and events.

### General Facilities:

- Kitchenette with 3 x microwaves, Sink with hot and cold water
- Sliding doors provide access to courtyard with 5 x Picnic Benches and Tables and a swing, with a small, grassed area for activities.
- Lounge area, including HDTV and couches (please note TV does not have internet).
- Games area including pool table, foosball and table tennis
- Toilets available in space
- Bar stools, high seats and couches available
- Pulse Pod – Pop up serving area (available by special request) - Event & Hospitality equipment available.
- Small lounge/Meeting space - with couches and coffee tables (ideal for casual meetings and hang outs).

### Booking Times:

- **Standard Bookings:** Monday to Friday, 8am to 6pm
- **Evening Bookings:** Monday to Friday, up to 10pm (by special arrangement)
- **Weekend Bookings:** by special arrangement only

If you're a University Club, you'll need to submit an approved ERMA form to finalise your booking: <https://forms.office.com/r/atHeySpfei>

Depending on the nature of your event, an approved Security Event Risk Assessment (SERA) may also be required. RUSU would inform you if this is required.

**Note:** Building 204 – The Pulse is NOT available to book on Wednesdays from 9am to 3pm during semester time, due to the weekly free lunch event.

## Who Can Book Building 204?

Bookings can **only** be made by RMIT students and RMIT staff. Bookings for RUSU and RMIT Student Life Club activities are strongly encouraged and prioritised.

## Capacity

- **Inside:** 100 people
- **Courtyard:** 30 – 40 people

## What Can Building 204 – The Pulse Be Booked For?

Building 204 – The Pulse is a general student social and play space that can be accessed by all students. It is a fun space and can get noisy. It is not a quiet study space, keep this in mind. The space is not bookable for academic focused activities.

Building 204 – The Pulse can be booked for **student facing** activations, free food and events delivered by RUSU and RMIT Student Life, and RMIT departments.

It can be booked by student clubs, ideally these events can be held alongside general student use of the space or are open to all students.

Exclusive use club events will typically need to be booked outside of the regular opening hours (8am to 6pm) or in the non-peak parts of the day, or with special permission.

## Booking Types

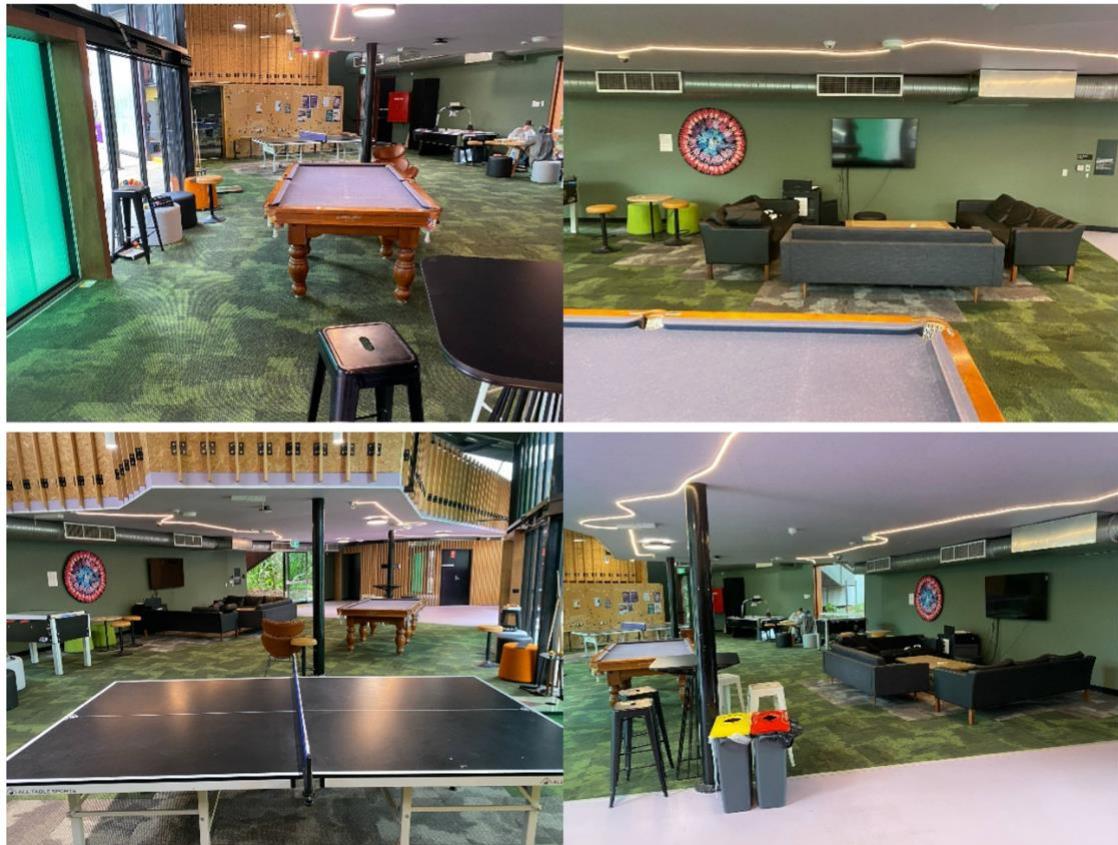
- **Zoned Booking:** These types of booking are for a specific zone (e.g. reserving the Kitchen area or Pod to serve catered food) – See zones below.
- **Shared Use:** This type of event can be held in the building while the building is still open to the general student body for use.
- **Exclusive Use:** These events close the building down to general student use and have a controlled entry point (e.g. ticketed events, parties, trivia nights). Exclusive use events will typically need to be booked outside of the regular opening hours (8am to 6pm) or in the non-peak parts of the day. You MUST provide signage that the space is booked for a private event.

**Important!** When placing your booking be specific about if the event is a shared use or exclusive use booking, and which area you would like to book.

## The Pulse Booking Zones

Building 204 – The Pulse has several zones:

**Activity Zone:** This area includes games (Foosball, Table Tennis TV with gaming). Additional Games (e.g. Giant Jenga, Cornhole) are available to book on request.



**Events Zone:** An area where food and drinks can be served and consumed and the more 'social' end of the building.



**The Pulse Pod:** This lockable pod can be booked.

Equipment and hospitality items will be available for the booker to use for events. This includes things like a Large Esky, water dispensers, speakers, A Frame and other food serving items.



**Please note:** if you would like to borrow this equipment you need to book The Pulse Pod in conjunction with any other space you want for the event.



**Small Lounge Meeting Space:** Building 204 also includes a small lounge style meeting space that student groups can utilise for casual meetings, hang outs, and planning sessions. This area is furnished with couches, coffee tables and seating, making it a comfortable option for smaller groups who want a more relaxed environment.

Recommended capacity: Best suited to approximately 6 to 12 people.

Facilities and features:

- Lounge seating including couches
- Coffee tables
- Natural light and window views
- Air conditioning
- Suitable for small group meetings and casual hang outs

**\*Important\*** When placing your booking be specific about which zone/s you require.

**Please note:** when you book Building 204 - The Pulse it will be checked after use and if it's not in the same condition as it was when you hired it could impede you from having further bookings in this and other RUSU controlled spaces. Where additional cleaning/maintenance costs are incurred due to misuse of the space, these will be passed on to the hirer to pay.

## Costs

Building 204 – The Pulse is free to book. You may incur costs for RMIT services such as cleaning or security depending on the nature of your event.

## Important Information and Considerations

- **Food** cannot be cooked or prepared in the kitchenette. However, catered or pre-packaged food can be served on site or heated in the microwaves.
- **Signage** for any event should be displayed, but especially if it's an exclusive use booking. An A Frame is available to use upon request.
- **The TV doesn't connect to the internet** – If you want to connect a laptop you will need an HDMI or a connection cord.
- **RUSU Storeroom** is **not** available for use.

- While the space has general use rubbish bins, if your event will generate additional waste (pizza boxes, cans, catering plates etc), you will need to email Property Services, give your staff or student number and **request additional bins** be delivered for the event.

## Terms and Conditions

Building 204 – The Pulse does **not** come with a Liquor Licence and if you are wanting to serve alcohol you are required to look into the requirements on the VGCLR website [Do you need a liquor licence?](#)

Events involving alcohol are permitted but must follow Responsible Service of Alcohol requirements and RMIT Security must be notified and an RMIT Security Risk Assessment (SERA) completed. Events involving alcohol WILL require at least 1 guard (total amount of guard dependant on RMIT Security and Security Risk Assessment (SERA) Form. **Please note that a minimum 4 hour shift per guard applies.**

All events require you to leave the space in the same condition as when you arrived. Cleaning equipment is available including handheld vacuum, broom, mop and general cleaning items. Based on your Booking Form, RUSU Room Bookings may determine that additional cleaning is necessary at a service charge to the booker.

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Please ensure all signage has been removed at the conclusion of the event.

If you are a University Club you will be required to have an approved ERMA **before** completing the Room Booking form – please note, events within two weeks will not be approved.