

On-Campus Events Bookings Guide

Updated Oct 2026

Note: **Yellow text** = a link 😊

RUSU CLUBS

Important Information

You must fill out an **Event Risk Management Assessment (ERMA)** form and **receive approval** for **ALL** Club events.

Always use **your RMIT student email** when submitting a room booking.

However, always make it clear that the booking is for an **official RMIT Club** (and what Club it is).

These are the **minimum** deadlines for most non-academic venues on-campus.

Always aim to book further in advance in case your venue is unavailable or there are changes/complications with your event.

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

For **large/complicated events**, submit bookings at least **4 weeks** in advance, some large venues require a walkthrough at least 2 weeks in advance of the event.

Only your Clubs 'designated room bookers' can book on campus spaces.

If you do not know who your designated bookers are or want to change them reach out to your Clubs Officer.

Whilst on campus venues are generally free to book for **official RMIT Clubs**, there may be additional staffing costs for **security, cleaning or AV support** where required.

If the venue decides a Club did not properly **clean up after an event** or if there is **damage that requires repairs**, the Club will be charged for these additional costs.

Don't promote your event/activity location until the **venue is confirmed!**

RMIT Venues

RMIT Venues has an online booking module, see [this guide](#) to learn how to access and use the module.

There are two different booking modules, one for venues with 48hr lead times and one for venues with 14-day lead times – make sure you use the correct module depending on the venue you want to book.

Note: These are the minimum deadlines, always aim to book further in advance to secure the space you are interested in.

14-Day Lead Time Module

48hr Lead Time Module

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.

Clubs do not have an RMIT Cost Centre.

You can just put down the Clubs name and use an executive's details for invoicing (if needed).

Contact your Clubs Officer if there are issues with this.

Which RMIT venues can I book?

Premier venues

- Storey Hall
- The Capitol
- Kaleide Theatre

RMIT's premier venues are managed by the Property Services Group (PSG) Venues team. They are staffed and may have costs associated with their use.

New Academic Street (NAS)

- NAS Level 6 Garden Building - 48hr lead time
- NAS Level 7 Garden Building Terrace - 48hr lead time
- 010.07.052 Portal
- 010.07.221/051 Outdoor Terrace
- Academic Way (Street)

Swanston Academic Building (SAB) (Building 80)

- SAB Function Spaces - 48hr lead time
- SAB Rooftop Upper Terrace & BBQ

Connect and Student Life

- Megaflex 1, 2, 3 - 48hr lead time
- Building 57 Activities Room

Outdoor spaces

- Alumni Courtyard
- University Way
- Chapel Courtyard
- Sunken Courtyard
- Bowen St Plaza, Bowen St & Bowen St 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 MPavillion

If you have questions about these venues or an issue with your booking, email venues@rmit.edu.au

Other Spaces on Campus



RUSU Spaces – <https://rusu.rmit.edu.au/roombookings/>



Academic Spaces (classrooms, lecture theatres etc.) – [Fill out this form](#)



Garden Building Level 5 – Email studentlifespaces@rmit.edu.au



Oxford Scholar – <https://www.theoxfordscholar.com.au/spaces>



Building 14 Media Portal – Email nas.studios@rmit.edu.au



[Multifaith Wellbeing Centre](#) – Email chaplaincy@rmit.edu.au



[Bundoora Sports Centre](#) – Email programs@rmit.edu.au

Other Spaces on Campus Cont.



Bundoora Megaflex Rooms – Booked through your Outlook calendar (use 202.02.8 or 202.02.7)



RMIT Activator (Building 98) – Email support.activator@rmit.edu.au



Buildings 1 & 20 – Email building1.reception@rmit.edu.au



The Hanger (Building 516 Level 2 Brunswick) – Email thehanger@rmit.edu.au



Building 8 Gym – Email activehub@rmit.edu.au



A'Beckett Urban Square – Email activehub@rmit.edu.au



Library & Building 80 spaces for small meetings – [See here for more info](#)

Event Related Resources

Event Risk Management Assessment (ERMA) form

Submission and approval of this form is required for all Club events

Security Event Risk Assessment (SERA) form

Used to request security for an event, submission is required if requested by venue manager or if you need security at the event

RMIT AV Support request form

Used to request AV support for an on-campus event (paid service)

Email propserv.service.desk@rmit.edu.au

To request cleaners (paid service) or additional bins (free) at your on-campus event

Property Central Map Request

To check maps and floor plans for RMIT buildings and spaces