2014 RUSU Clubs
On-campus Space Booking Guide

There are two types of University spaces: Academic and Non-academic, and each has a different booking method.

Academic spaces

Include classrooms, lecture theatres and meeting rooms and are booked by email request to: roombookings@rmit.edu.au.

Include all the details required including:
1. Your name
2. Your student number
3. Your contact phone number
4. Name of your Club
5. Type of room wanted - meeting, classroom, lecture theatre (Only ask for “meeting room” if less than 10 attendees)
6. If you want a specific room, provide the Building, Level and Room numbers (eg 8.11.84)
7. Any audio visual equipment your activity needs
8. Type of event you are planning (meeting, film, activity, lecture,)
9. Maximum number of people expected
10. Date of event
11. Day of event
12. Room booking time including set up and pack up times

University–booked Non–academic spaces

Include the Cafeteria, Bowen Street, Fig Tree Courtyard, Sunken Courtyard, Alumni Courtyard, Storey Hall, University Function Room, Kaleide Theatre, Capitol Theatre and the Green Brain. Booking is through an online form on the RMIT website: www.rmit.edu.au/timetabling/spacehireform

- Clubs should submit these requests at least 2 weeks before an event – and it is recommended you submit bookings up to 2 months before major events.
- Food and drink is not permitted in academic spaces.
- Not all academic spaces are available to clubs.

Chaplaincy spaces:

Chaplaincy manages bookings for use of the Spiritual Centre (Building 11). For booking enquiries, please email chaplaincy@rmit.edu.au

RUSU spaces:

Book the RUSU meeting room 8.3.18 (seats 40) and the space outside the Student Union 8.3 by email to rusu.roombookings@rmit.edu.au

Book the RUSU small meeting room in the Postgrad Building 28 (seats 10) by email to postgrad.roombookings@rmit.edu.au

Clubs must formally book space to run club events and activities on campus.

There are different ways to book space depending on who manages the space.

Most RMIT spaces at all campuses are managed and booked through the University. Some other spaces are bookable through Chaplaincy or RUSU.
Approval turnaround times:
There can be up to a 5 working day turnaround for bookings so make Club bookings well in advance of your event. Do not promote your event until you have received a confirmation of space booking.

Cost:
RMIT major venues or after hours or weekend use of any RMIT space may involve a cost (cleaning costs, security, venue managers, AV operators, etc.)

Risk Assessments:
Clubs may be asked to complete risk assessments as part of the application process for university space bookings. This will generally be required where alcohol is to be served, where food is to be sold, for after-hours or weekend events or where the university deems the activity to be high risk. This may further delay the turnaround time for approvals. Clubs may be required to provide liquor licences, have RSA or Food Safety Handler trained volunteers or pay for additional security.

Liquor licences:
A liquor licence issued by the Victorian Government is required to give away or sell alcohol. Including “free” alcohol as part of the entry price to an event is the same as selling alcohol. RMIT is also technically a “dry zone” so BYO is not permitted either. It can take up to 8 weeks for a liquor licence to be processed and temporary licences cost about $100. RUSU Clubs would generally apply for a temporary limited licence for “one off” events or a series of “one off events” over a 12 month period. Apply online at: www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/

Please read the University Terms and Conditions of booking campus space www.rmit.net.au/browse;ID=dc61fwl0vgk

General inquiries about University Major Venues can be made on line at: www.rmit.edu.au/browse;ID=10p220y5y0bl

Other options:
Talk to RUSU C&S about combining your Club activity with a regular RUSU activity such as Chill N Grill (where RUSU has already booked a space and can guarantee a crowd). Or, if your School manages specific spaces on campus, speak with your Schools’ Admin Staff, Lecturers or Program Leaders about accessing some of that space (generally only available for academic clubs).

Further info:
Please contact RUSU Clubs Department Staff for advice about planning safe events, off campus venues, completing risk assessments or advice about completing liquor licence applications.

Please note:
RUSU or RUSU Staff cannot book space or apply for liquor licences on your Club’s behalf. As usual, the more time you give us, the more assistance we can offer.

RUSU C&S Staff are:
- Candice – Brunswick & Bundoora Campuses
  RUSU Clubs Officer
candice.worstelling@rmit.edu.au
- Jacq – City Campus RUSU Clubs Officer
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