University controlled space:

Go to the RMIT website for info & instructions about booking University controlled space on campus:
http://www1.rmit.edu.au/students/space

- For classrooms, lecture theatres etc. go to the “University Space” section
- For Storey Hall, Kaleide Theatre, Alumni Square, O Grady’s Place (B 57 BBQ) & A’Beckett Urban Square, go to the “Recreational Spaces” section. **BOWEN STREET IS NOT AVAILABLE TO BOOK IN 2016.**
- For small meeting rooms in Building 80 & RMIT libraries, use the “Group Study” section

Important information about booking University controlled space:

1. Clubs are usually not able to make bookings for longer than 4 consecutive weeks. Booking academic space at the start of semester can be difficult before timetables are finalised. You may need to use informal spaces but you cannot book these - see the “Student Lounges and Informal Spaces” section. You can also use the “Room Finder” feature to the right of the web page. Room Finder only provides info for the current week and the rooms cannot be booked. They can be useful for Club executive or event planning meetings or back-up plans.

2. The “Book It” system only allows you to book individual A’Beckett Square BBQs and Basketball courts– not the whole Square. To book all of A’Beckett Square, email your request to sportbookings@rmit.edu.au.

3. The “Recreational Spaces” bookings form includes spaces no longer available including Fig Tree Courtyard. It also includes spaces not referred to on the web page (Bundoora spaces, Green Brain, City Sunken Courtyard). If you are unsure about what’s available or suitable, email venues@rmit.edu.au for advice.

4. For University controlled space, you need to book at least 2 weeks before your event.

5. If you submit the online Recreational Spaces form and get an “error” message, follow up with an email to venues@rmit.edu.au to check if the form was received.

RUSU spaces:

To book the RUSU multipurpose room in Building 57, Level 4, Room 37 (similar to the old 8.3. room with tables, chairs, a.v. equip etc.) or our small meeting room 57.4.14 email rusu.roombookings@rmit.edu.au, at least 5 weekdays before you need it with the following details:

- Club name and name, student number and mobile phone # of person making the request
- Which RUSU room you would like to book (large or small)
- Date & time you would like to book the room (weekdays 8 am - 8 pm, weekends 8am - 6pm)
- Purpose of booking (what you want to use it for)
- Estimated number of people attending (large room holds 30 people, small room 8 people)
- **NOTE: Alcohol is not permitted in the RUSU spaces**

RUSU Chill N Grills:

Clubs may ask to set up tables or activities as part of RUSU Chill N Grill events - Tues@Brunswick, Wed@BundooraWest and Thurs@CityAlumni Courtyard. To request this, please email rusu.clubs@rmit.edu.au at least 2 weeks before the wanted date.

RUSU Equipment Booking: (5 trestles, 1 clubs marquee, BBQ tools)

Email rusu.equipment@rmit.edu.au with following details at least 5 weekdays before your event

- The equipment you would like to borrow
- Date & time you would like to borrow the equipment (collect & return)
- Brief outline of the purpose of the booking (i.e. club use)
- Name of your Club
- Contact info of the person making the booking (including full name, mobile phone & student number).

General Booking advice:

- The larger the event, the earlier you should book your venue (at least 8 weeks ahead)
- A space booking by email or form submission is not final until you receive a confirmation email.
- You should not promote an event location until the space booking is confirmed.
- The Clubs Department does not book space for clubs. We can assist with space negotiations between a club and RMIT for large or unusual events (but we need time to do this)

Cheers, RUSU Clubs rusu.clubs@rmit.edu (or email your campus RUSU Clubs Officer if you need further info or advice)