Clubs Space Booking Update – August 11th 2015

University controlled space: There is a new page on the RMIT website with information and instructions about booking University controlled space on campus: http://www1.rmit.edu.au/students/space

Please note that the Clubs Department does not book space for clubs. We can assist with space negotiations between a clubs and RMIT for large or unusual events but this can take a lot of time.

- Bowen Street is not available to book due to the building works

For large events, you really should book a venue at least 6 weeks before your event. Otherwise, you need to book at least 2 weeks before your event.

Email venues@rmit.edu.au if you are not sure what space would be suitable, requirements etc.

Note that filling out the space hire form (the link is on the web page) does not guarantee your booking – there may be issues like security to work out first. Your booking is not confirmed until you receive a confirmation.

If you submit the form but you get an “error” message, follow up with an email to venues@rmit.edu.au to ask if the form was received.

You should not promote your event location until you have the location booking confirmed.

RUSU spaces:

1. To book the new RUSU multipurpose room in Building 57, Level 4 Room 37 (similar to the old 8.3. with tables, chairs, av equip etc) or our small meeting room 57.4.14 (8 people) space, please email rusu.roombookings@rmit.edu.au, at least 3 weekdays before you need it with the details of:
   - who you are/which club,
   - which RUSU room you would like to book (large or small)
   - date and times you would like to book the room (you can book for weekdays 8 am - 8 pm, weekends 8am - 6pm)
   - purpose of booking
   - estimated number of people. (large room holds max of about 30 people, small room max 8 people)
   - NOTE: Alcohol is not permitted in the RUSU spaces

2. Clubs can ask if they can set up tables or activities as part of RUSU Chill N Grill events (Tues@B’Wick, Wed@B’doora. Thurs@City in Alumni Courtyard). To request this, please email rusu.clubs@rmit.edu.au at least 2 weeks before the wanted date.

Cheers,
RUSU Clubs & Societies Staff - Jacq & Candice
jacqueline.out@rmit.edu.au    candice.worstelling@rmit.edu.au