RUSU Club On-Campus space booking 2014

Clubs must book space on campus to run club events and activities - at no times and at no RMIT location should clubs set up information tables or run events or any sort of activity without having applied for and received an on campus space booking confirmation.

If you do not have a booking confirmation, RMIT Security has the authority to ask you to pack up. Refusal to move on when requested may result in the Police being called to assist. RMIT is RMIT property - it is not public space.

RUSU manages the meeting room Building 8, Level 3, Room 18 and the small meeting room in the Postgrad Building 28. We also book the space outside the Student Union Building 8 Level 3. To book, email rusu.roombookings@rmit.edu.au

Chaplaincy manages bookings in the Spiritual Centre - Building 11 - email chaplaincy@rmit.edu.au for booking enquiries.

All other RMIT space at all campuses are managed and booked through the University - including classrooms, meeting rooms, lecture theatres, cafeteria, major campus venues and outside spaces. Student Clubs must request bookings through the online form on the RMIT website - http://www.rmit.edu.au/timetabling/spacehireform

Only certain rooms and spaces are available - the fact a classroom or other space is empty does not mean it is available to book for clubs use.

APPROVAL TURNAROUND TIMES: There can be up to a 5 working day turnaround for university 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.

RISK ASSESSMENTS: Clubs may be required to complete risk assessments as part of their applications for university space bookings - this will generally be required where alcohol is to be served, where food is to be sold or where the university deems the activity to be high risk. This may further delay the turnaround time for approvals.

LIQUOR LICENCES: Your Club must have a liquor licence from the Victorian Government to give away or sell alcohol on campus. Including “free” alcohol as part of the entry price to an event is the same as selling alcohol. 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 http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_temporary_limited_licence

FOOD SALES: RMIT May require at least two club members to have Food Safety Handling certificates to sell food as fundraisers.

Please contact RUSU Clubs Department Staff members Jacq or Candice for advice about planning safe events, advice about completing risk assessments or advice about completing liquor licence applications. Note - RUSU or RUSU Staff cannot apply for liquor licences on your behalf. As usual, the more time you give us to assist, the more we can assist.

Jacq – City Campus RUSU Clubs jacqueline.out@rmit.edu.au
Candice – Bwick & Bundoora Campuses RUSU Clubs candice.worstelling@rmit.edu.au