RUSU Clubs on-campus space booking guide 2014

Clubs must formally 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 your club does not have or cannot provide a copy of a space booking confirmation for your event or activity, RMIT Security has every authority to ask you to pack up and move on or to call the Police if you refuse to do so.*

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 these, please email rusu.roombookings@rmit.edu.au

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

All other RMIT space at all campuses are managed and booked through the University - including classrooms, meeting rooms, lecture theatres, cafeterias, 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 and these change frequently - the fact a classroom or other space is empty does not mean it is available for clubs use. Major RMIT venues including Kaleide Theatre, Storey Hall and Capitol Theatre cost money to hire (although RUSU Clubs get a discount).

**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, for after-hours 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:** 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. 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 http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/

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

Jacq – City Campus RUSU Clubs Officer jacqueline.out@rmit.edu.au
Candice – B’wick & B’doora Campuses RUSU Clubs Officer candice.worstelling@rmit.edu.au