Planning Club events during RMIT’s New Academic Street development*

The RMIT New Academic Street (NAS) project will begin in mid-2015. It will be completed in stages from 2015-2017.

This first phase of NAS preparations has resulted in the loss of the Student Union Meeting Room (8.3.19). The Edward Jackson Room in Building 57 is also no longer available for Club use. Fig Tree Courtyard and Sunken Garden are unavailable for some time. Storey Hall may also be unavailable during 1st Semester.

RUSU and RMIT are working together to try to provide alternative on-campus event space for all Clubs during the NAS construction. Clubs should be aware there may not be a suitable space when or where you want it. But, if you start arranging your bookings early and are willing to adapt to what is available, you will be more successful.

ALCOHOL ON CAMPUS

No alcohol may be served or consumed on A’Beckett Square at all.

For all other parts of RMIT, alcohol cannot be served at a Club event without RMIT Security approval. This may require your Club having to pay for Security Guards for your event.

If you want to sell alcohol or alcohol is included in the admission price for your event, you must also have a liquor licence.

Getting a liquor licence costs money and can take up to 6 weeks. Apply for a temporary liquor licence through:


BOOKING SPACE FOR CLUB ON CAMPUS EVENTS IN 2015*:* *

* This information may change - we will update this document as required. Always check the latest version of this document in the Resources section of the RUSU webpage at:
http://su.rmit.edu.au/clubs/club-resources/

- **A’Beckett Square – for just the BBQs or Sports Courts** and most meeting rooms in SAB and the Library - log in and book through: https://bookit.rmit.edu.au/cire/login.aspx

- **A’Beckett Square – the entire Square (courts & BBQs)** email: sportbookings@rmit.edu.au

- **Other non-academic spaces** - Bowen Street, Bowen St BBQs, Storey Hall, Alumni Square, Kaleide Theatre, B100 Design Hub, O’Grady’s Place BBQ near B57 and Brunswick or Bundoora outside areas, use the online Booking Request Form at: http://www.rmit.edu.au/timetabling/spacehireform

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For all other on campus spaces including classrooms, lecture theatres and SAB Meeting Room 80.3.13 follow the directions below and email your request to: roombookings@rmit.edu.au

- **Send your request as early as possible** (always at least two weeks before your event – book earlier if you need to promote the event of have specific space needs)
- **Have only one Club member coordinate all Club space bookings**
- **Room Bookings managed spaces can be booked for more than one event** (for example, every week during semester).
- **Provide the following details in your email to roombookings@rmit.edu.au**:
  - Your name
  - Your student number
  - The name of the club
  - Your role in the club.
  - Your mobile phone number
  - Why you need the space /what the Club will be doing in the space
  - The maximum number of people who will be attending the event
  - If the event will be open to the public or just for Club members
  - If food and drinks will be served
  - If there will be alcohol at the event
  - Your preferred date and start and finish times
  - **If you can, provide at least one alternative date and start/finish times** – you need to be prepared to change your date or times if space isn’t available when you want it. If you provide some alternatives, this will help Room Bookings find you the best space at a suitable day and time. Be willing to negotiate!
  - What the IT needs of your event are
  - If you have any other special needs for the room or its location
  - If you have a specific room /space that you want, include that in your email. You may not get the room you want but Room Bookings will try to find a suitable alternative.
  - If the most suitable space available is not managed by Room Bookings, they will refer you.

**For example**

"Dear Room Bookings,

My name is Jacq Out, my student number is sXXXXXXX and I am the President of the RMIT Fluffy Bunny Club.

I would like to book a room for our weekly club meetings on the City Campus from Week 2 to 12, Semester 1, 2015 (not mid sem break). We will usually do some craft and have some soft drinks and snacks (no alcohol). 30 students usually attend but some weeks as many as 50 students have attended. Only students attend. We really need a room with tables to do our craft.

We usually hold our meetings from 4pm to 6pm on a Thursday. But, we could change this to a Tuesday or Wednesday if required. We would prefer a room in the main City Campus area as we have a couple of members with mobility difficulties who may have bit of trouble going too far from Swanston Street area. But, if we can get the same room every week, this will help us plan to assist them and we will be happy to take whatever you can offer.

You can email me at this address or call me on 04XX XXX XXX.

Thank you very much,

Jacq

End doc."