

## Booking ACADEMIC SPACES

**IMPORTANT: Does your club event require COVIDSafe approval? Deadlines apply. Check the info at:**

<https://www.rusu.mit.edu.au/eventspromo>

The University Venues Department manages the booking of **Academic Spaces** and **Venues** (centrally managed spaces). Clubs must make their own bookings - RUSU Clubs Staff do not book for Clubs.

**Academic Spaces** and **Venues** are booked in different ways

**Academic Spaces** are classrooms & lecture theatres except the lecture theatre in Storey Hall Building 16 (which is a "**Venue**"). The cinemas in Building 80 are **Academic Spaces**.

### IMPORTANT UNIVERSITY SPACE BOOKING INFORMATION:

1. Each Club must nominate one RMIT student representative who is authorised to make on campus bookings for its' club (all spaces). Make sure the RUSU Clubs Department knows who this is. The default rep will be the registered club President
2. Your designated booker must use their student email to make the booking
3. Bookings for **Academic Spaces** must be submitted AT LEAST 2 weeks before your event. **HOWEVER**, events or events requiring COVIDSafe, security assessments etc, this will not be enough. Minimums should be:
  - a. For less than 100 people, submit a booking request at least 4 weeks before your event
  - b. For events for over 100 people, it is 8 weeks
4. A booking request does not = a booking. You must wait to receive a booking confirmation.
5. Be prepared to negotiate a different space or different day/time if required
6. University space is free of charge to RMIT Clubs – HOWEVER, you may have to pay for RMIT Security guards, University Venues staff, University cleaners, extra bins etc. Clubs can't hire their own external security etc.
7. Some of the **Academic Spaces** (e.g. the cinema in Building 80 or Storey Hall lecture theatre) require clubs to use the RMIT AV contractors to operate and provide extra equipment – this = \$
8. If you book the University portable stage or need extra tables and chairs etc, this = hiring & paying for the University's removalist company to move the equipment to/from your event site.
9. RMIT may contact the RUSU Clubs Department to check if a RUSU Club's booking request is a legitimate club event
10. Clubs DO NOT HAVE to provide IONs (Internal Order Numbers) – just the postal address etc for the student responsible for the booking & making sure payment is made.

Once you make a request for any centrally managed space, you may also be asked to:

- Complete a Security Event Risk Assessment form
- Meet with the Venues Manager &/or Security etc. to do a walk-through of your venue set up or event needs

### ABOUT ACADEMIC SPACES:

#### Important general info about **Academic Spaces**

- **Academic Spaces** availabilities are not finalised for weekdays until each Semester timetable is finalised – at about week 3 or 4 of each Semester so your chance of booking before then is limited
- It can be difficult to book a centrally managed **Academic Space** on weekdays during Semester between 8 am to 6pm. Try night times & weekends or book a **Venue** or **Other University Space**
- The University has, in the past, not permitted any bookings of centrally managed spaces outside of the semester periods. You can try but you may need to book a **Venue** or **Other University Space**
- **Academic Spaces** (including Building 80) are generally not available after hours on the weekend (after 5pm), including Building 80! Try **Venues** or **Other University Spaces** instead.

#### 📌 **BOOKING ACADEMIC SPACES PROCESS:**

1. Download & fill in the form: "**Application for student hire of academic space**" – available on the RUSU Clubs Resources>Events Promo page.
  - 1.1. For the "Venue" section, choose "other" and type in the space you want in
  - 1.2. If you don't know exactly what room you want, ask for the type of space you want e.g. Lecture theatre, meeting room, which building etc.
2. Send the completed form to [venues@mit.edu.au](mailto:venues@mit.edu.au) – subject your email "<insert your club's name> request booking academic space on <insert date>" for example: "RMIT Happy Smiles club request booking **Academic Space** 02 Sept 2022".
3. If you know your event will probably require security, save time & send Venues a completed **Security Event Risk Assessment (ERA)** form with your completed **Application for student hire of academic space** there's a copy of the ERA on the RUSU Clubs Resources>Events Promo page. **DO NOT send your ERA directly to RMIT Security**
4. Write in the body of your email – "Hi Venues, please find it attached a request to book an **Academic Space** for the RMIT Happy Smiles Club from 5 pm to 8 pm on Thurs 2 September 2022. We are happy to use an alternative space that can provide the following facilities <list what you need – capacity, equipment, general campus area etc> Thanks!" (if you're sending an ERA, advise them of that too).

See the other info sheets about booking RMIT **Venues** or **Other University Spaces** at <https://www.rusu.mit.edu.au/eventspromo>