

BOOKING UNIVERSITY VENUES

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

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

The University Venues Department (part of Property Services) manages the booking of centrally managed spaces. These are **Academic Spaces & Venues**. Clubs must book spaces – RUSU Clubs Staff do not make bookings for clubs.

Academic Spaces & Venues are booked differently

Academic Spaces are classrooms & lecture theatres except the lecture theatre in Storey Hall Building 16 (which is a “**Venue**”). The cinema in Building 80 is an **Academic Space** (see the **BOOKING ACADEMIC SPACES** information sheet at link above)

Venues include Storey Hall (Building 16), Kaleide Theatre, Capitol Theatre, Building 80 function spaces (including the Rooftop), outdoor spaces, the Garden Building (Building 10 Lvs 6 & 7 – see Garden Building Info sheet), Capitol Theatre, Oxford Scholar etc.

For a complete list of University **Venues**, check the online booking portal at https://apac-api.priava.com/api/rmit_uni-RMITallstaff/calendar.html

GENERAL INFO ABOUT BOOKING VENUES:

1. Each Club must nominate one RMIT student rep to make bookings for its' club. The default rep will be the registered club President.
2. Designated booker must use their student email.
3. For University **Venues**, large events or events requiring security assessments etc, minimum booking times are:
 - a. For <100 people, at least 4 weeks before event
 - b. For > 100 people, at least 8 weeks before
4. Submitting a booking request does not equal a booking – wait to receive a booking confirmation
5. University space is free for RMIT Clubs to hire – **HOWEVER**, you may have to pay for RMIT Security Guards, University Venues staff, University cleaners, RMIT AV Staff & equipment, extra bins etc. Clubs may not hire external security.
6. Booking in-house AV equipment & operators for Staffed **Venues** (Storey Hall, Kaleide Theatre, Capitol Theatre etc) is required and costs \$. For pricing, bookings and enquiries, complete form at <https://form.jotform.com/vnoc/rmit-av-services-student-form>
7. The University portable stage, extra tables & chairs etc, = club must pay cost of the University's removalist company.
8. If you intend to serve alcohol, your club may be required to get a temporary liquor licence (which can take 8 weeks to get).
9. **Clubs DO NOT HAVE to provide IONs** (Internal Order Numbers) – just the postal address etc for the student responsible for the booking & making sure any payment are made.

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

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

BOOKING VENUES

IMPORTANT INFO ABOUT THE VENUES:

- Staffed RMIT **Venues** (Storey Hall, Kaleide Theatre, Capitol Theatre are not available for regular bookings by RUSU Clubs.
- *Capitol Theatre* is a “curated space”. This means your club event may not be acceptable.
- Alumni Courtyard bookings - book the **Toilets** too!
- *Kaleide Theatre* bookings - book its' **Foyer** too!
- *Storey Hall Auditorium* - book its' **Foyer** too!
- *Oxford Scholar* bookings – the Ground Floor Bar & Atrium are for **events**. All other Oxford Scholar spaces are only for **meetings**.
- Except for the Staffed **Venues** (see above), clubs may try to book Venues on a weekly basis.

VENUES BOOKING PROCESS:

1. Go to the online portal at: https://apac-api.priava.com/api/rmit_uni-RMITallstaff/calendar.html
2. Search availability by 1: selecting “Your date” & using the pop-up calendar to select a date. Then 2: click “search availability”. It will show all the Venues managed spaces bookings for that date (colour key at top).
3. Choose your **Venue/s** & estimated time slot - Click & drag on an empty booking time for the venue of your choice & repeat for multiple venues
4. Remember to include event set up (bump in) & pack down (cleaning and bump out) times
5. When highlighted, go to bottom right of screen> click on “Make an enquiry: a pop-up form will appear which you have to you in – there are two sections: 1. Venue Details & 2. Your details (make sure you write your Club name)
 - RMIT Venues should send an email to confirm they received your enquiry.
 - RMIT Venues should follow up with an email confirmation or a request extra info etc.

❖ **If no response after 2 weeks, email venues@rmit.edu.au to follow up**

❖ **If Security Guards likely required**, email University Venues a completed **Security Event Risk Assessment ERA** via the venues@rmit.edu.au email – see copy on the Clubs Resources>Events & Promotion page. In that email, let them know you've submitted a request through the online portal. **DO NOT SEND YOUR ERA to RMIT Security! If in doubt, email security@rmit.edu.au for advice**

❖ See the other info sheets about booking **Academic spaces & Other Spaces_RMIT and Community**, at <https://www.rusu.rmit.edu.au/eventspromo>