








RUSU Clubs: On-Campus Club Events Room/Space Bookings

DO YOU NEED A SPECIFIC COVIDSAFE PLAN?

RUSU Clubs can now book a range of spaces on campus and hold on-campus events. Some of these events will need a specific COVIDSafe Events Plan (if this applies to your club we will provide you advice and a form) or risk assessment. Many club events such as meetings, trainings, simple workshops, will NOT need a specific COVIDSafe events plan – you can simply book using the usual RMIT bookings processes and follow the steps on the RUSU Clubs – Running COVIDSafe Events/Meetings (on campus) Info Sheet below www.rmit.edu.au/students/return-to-campus

To find out if your Club event on campus needs a specific COVIDSafe Events Plan complete the checklist below:

	Number of participants: more than 30 people	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Involves exercise/sport	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Involves shared equipment (gaming, sporting, AV, prayer mats)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Involves alcohol	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Involves food	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Involves visitors (people who are not RMIT staff or students) or VIPs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Involves participants under 18 years old	<input type="checkbox"/> Yes	<input type="checkbox"/> No



NO RESPONSES

If you answered 'no' to ALL of the above then book then room as usual - no involvement of RUSU clubs dept is needed (unless you are applying for funding). Your club will need to download the attached RUSU Clubs COVIDSafe Events (on campus) Info Sheet and follow it.



YES RESPONSES

If you answered 'yes' to any of the above then contact the RUSU Clubs department for advice specific to your event and to find out if you need to do a specific COVIDSafe events plan, security risk assessment or other risk assessments. You cannot run your event without further advice and assessment.