

STUDENT CLUBS & ROOM BOOKINGS IN UQ UNION ROOMS & UQ CENTRALLY CONTROLLED TEACHING SPACES

CURRENT AS 15 MARCH 2016

BEFORE YOU PROCEED

- This is a summary of the UQ and UQ Union policy on Room Bookings Current as of 15 March 2016.
- Please be aware, UQ and UQ Union room bookings are managed separately by respective responsible bodies. Please contact the correct body for decision making.
- All bookings are subject to availability – there is no guarantee.
- Do not book rooms for unsuitable activities e.g. UQ teaching rooms are not suitable for physical activities or social events.
- Yoga / dancing / meditation / rehearsals are best booked through UQ sport (Connell Gym) or Multi-faith Chaplaincy.
- Please ensure your club observes all behavioural requirements for room usage. If a club has caused excessive cleaning costs or repair bills as a result of its usage of the room, the club will be required to pay for the costs and may have future booking requests delined.

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UQ UNION ROOMS

WHAT TYPES OF ROOMS ARE THERE?

- Holt Room
- Heath Room
- Innes Room

(They are near the Pizza Café)

HOW DO I BOOK A ROOM?

- ☑ All bookings must be directed to Schonell Weddings & Events (schonell.events@uqu.com.au). Phone and face-to-face booking or dropping notes at the Red Room will not be accepted.
- ☑ In the written booking request, please provide the following details:
 - Name of the club
 - Contact person
 - Event name
 - Event time
 - The approximate number of attendees
- ☑ **Booking notice:**

While it is ideal that bookings are made *at least a week in advance*, since the UQ Union rooms are not only for clubs but external use and UQ events aswell, it is strongly advised that the club gives as much notice as possible.
- ☑ A confirmation will be sent through or other options if the date is not available.
- ☑ Please note that a \$300 bond will be held by UQ Union for booking the Innes Room, Holt Room or Heath Room. This bond will be held to cover any cleaning cost or damages or any cancellation fee.
- ☑ All event details must be finalised at least 24 hours prior to commencement, any changes cannot be guaranteed after this point.
- ☑ Please advise Schonell Weddings & Events of any cancellations ASAP.

HIRE CHARGES

ROOM	DAY	COST
Innes Room	Mon – Fri	\$50/ hour
	Sat & Sun	\$100/ hour
Holt Room	Mon – Fri	\$50/ hour
	Sat & Sun	\$100/ hour
Heath Room	Mon – Fri	No Charge Not available between 10am-2pm
	Sat & Sun	\$100/ hour

TERMS & CONDITIONS FOR ROOM USAGE

- At the conclusion of your event/meeting the room must be reset to its original configuration. All resetting must be done on the day of use.
- The room must be cleaned thoroughly and returned to its original condition on the day of use.
- Charges will apply if the venue is not cleaned and reset to its original condition.
- Charges will apply if there is any damage to the venue or furnishings.
- Extra charges may apply if the venue is being used outside of normal working hours.
- The use of data projector, linen, food and beverages, staff and security will incur extra fees.
- No alcohol or outside catering is to be prepared or served in the function rooms. Onsite catering can be organised through Schonell Weddings & Events.
- The venue is available subject to no other full-paying client bookings. A full-paying client will be given preference over a club booking, even after an event sheet has been sent out and the booking confirmed. Clubs will be given a minimum of 48 hours notice if their bookings is cancelled for a paying client by Schonell Weddings & Events.
- All AV & sound equipment is to be borrowed from Clubs & Societies.

UQ CENTRALLY CONTROLLED TEACHING SPACES

WHAT TYPES OF ROOMS ARE THERE?

- Central Teaching Space Search (access via www.uq.edu.au/teachingspace)
- Can search by:
 - Campus
 - Room Type
 - Room Equipment
 - Capacity

CENTRAL TEACHING ROOM SEARCH

St Lucia Galton Ipswich Herston

Refine Search clear

Select room type

Capacity to

Room Equipment

Building
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WHEN CAN A CLUB REQUEST FOR 2016 BOOKING?

- www.uq.edu.au/teachingspace/futuredates
- Semester 1 Orientation Week
- Semester 1 (weeks 3-13): from 4th March (nights from 6pm and weekends accepted now)
- Semester 2 Orientation Week: from 11th July
- Semester 2 (weeks 3-13): from 29th July (nights from 6pm and weekends accepted from 13th June)

TYPES OF BOOKING

CATEGORY 1: FREE BOOKING

1) Booking requirements

- The Club must be a UQ Union affiliated club.
- Only the President or Secretary of the Club can request the booking. The requester must supply their student email address in the request (not Gmail, Hotmail etc).
- Bookings are for general club activities only, not on behalf of external clients, guest speakers, the Chaplaincy, fundraising events etc.
- Room capacity will match registered group size (e.g. use of large lecture theatres will only be matched with large groups; if group is 60 in size, they should not require a room larger than 60 capacity for their general activities).
- The activity must match the nature of the group.

2) Duration of each booking

- Maximum duration for a booking is 4 hours. Pack up and clean up time is included in the 4 hours.
- Clubs and Societies may request up to 15 free bookings per semester.
- 1 room = 1 booking

3) Booking periods

- Weekday bookings
 - During set teaching weeks of Semester 1 and Semester 2, Monday to Friday between the hours of 8am-10pm.
- Weekend bookings
 - There are limited rooms available on weekends for free bookings, most weekend bookings will be subject to hire charges.
 - There are 4 rooms available on weekends for free bookings (general flat floor, capacity 25, in the same building), and these are included in the quota of 15 free bookings per semester.
 - These rooms are subject to availability, and will be booked to student groups on a “first in first served” basis.
- Other bookings
 - Due to fluctuating timetabled classes at the start of semester, bookings are unable to be made in the first two weeks of semester.
 - Should a group wish to launch their meetings early in the semester, it is recommended that the President / Secretary request consideration for a free general club meeting booking during Orientation week.

CATEGORY 2: CHARGED BOOKING

1) A general club activity

- longer duration than 4 hours;
 - more than 15 bookings in a semester or
 - weekend booking that does not fit in the 4 small rooms,
- A 50% discount of standard hire rate will be applied.

2) Event bookings

UQ Union endorsed event

- If the event is endorsed by the UQ Union as a genuine student club event, a hire charge of 50% of standard cost will also apply.
- The UQ Union will be responsible for verifying that such a booking is a UQ Union endorsed event. As with General activities, these events will be covered by UQ Union insurance. Student groups must provide this evidence to TSM when the event booking is submitted.
- Should events involve VIP attendance
 - Please refer to Room Booking Application (access via www.uq.edu.au/teachingspace/booking)
 - Applications need to be submitted 6-8 weeks in advance, as rooms will only be booked following UQ Protocol Approval, which can take several weeks. Failure to allow UQ Protocol enough time could result in no room being available to your event.
 - In all instances, please secure the room via a booking before publicising the location of an event in a teaching room.
 - When setting up registration fees for participants to attend events, ensure that you include room hire charges.

Non- UQ Union endorsed event

- A 100% hire charge will apply and separate provision of public liability insurance would need to be supplied.

HOW DO I BOOK A ROOM?

- All requests must be made using the Room Booking Application: (access via www.uq.edu.au/teachingspace/booking). Unfortunately phone and face to face bookings are not possible.
- Use IE as your browser, not Firefox or Chrome.
- Remember to check booking dates: www.uq.edu.au/teachingspace/futuredates
- At least 3 business days' notice required for booking processing. Bookings submitted with less than three business days' notice are unlikely to be considered.
- It is not possible to visit the TSM office – online bookings, email (roombookings@uq.edu.au) and phone (3346 0775) only.
 - Note: phone only operational 8:30am-4:30pm Monday to Friday.



HIRE CHARGES

ROOM TYPE	CAPACITY	COST	UQ UNION AFFILIATED CLUB DISCOUNT CHARGE
Tiered Lecture Theatres	≤ 199 Capacity	≤ \$100/ hour	≤ \$50/ hour
	200 – 294 Capacity	≤ \$120/ hour	≤ \$60/ hour
	295 – 499 Capacity	≤ \$180/ hour	≤ \$90/ hour
Flat Floor General & Collaborative Rooms	≤ 79 Capacity	≤ \$40/ hour	≤ \$20/ hour
	80 – 149 Capacity	≤ \$50/ hour	≤ \$25/ hour
	≥ 150 Capacity	\$60/ hour	\$30/ hour
Computer Related Rooms <small>*Accounts are required for internet access, contact accounts@it.uq.edu.au</small>	Computer Laboratories	\$100/ hour	\$50/ hour
	Collaborative PC Rooms	\$120/ hour	\$60/ hour

FEE WAIVER

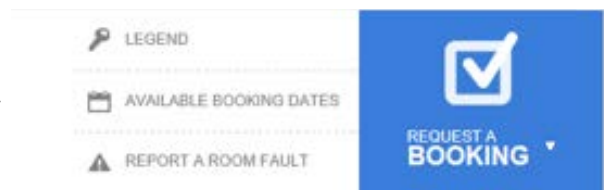
- The only exceptions for fee waivers would be those groups who have applied and gained approval from the UQ Advantage office; or
- If the Union or other UQ School or Faculty is prepared to cover the costs for the student group.
- All enquiries about this should be directed to the relevant School/Faculty/Advantage Office.

GOOD ROOM USAGE BEHAVIOUR

- ☑ The rooms are teaching rooms and are designed for this purpose.
- ☑ Please note that all student groups must adhere to the [Terms of Hire](#) and Room Etiquette Signage in rooms, whilst also being aware of procedures regarding [Overcrowding of Teaching Space](#) (Section 8 Space Management Procedures).
 - Student groups who fail to adhere to these rules, or who cause excessive cleaning costs or repair bills will be unable to book centrally controlled rooms for their student group in future.
- ☑ Furniture is to be kept within rooms.
 - Reconfigured furniture must be re-set by the group at the conclusion of the meeting.
 - Do not mix furniture from other rooms – these are needed for other bookings
 - Please start to exit the room 10 minutes prior to booking end.
- ☑ Adhere to Fire and OH&S regulations. Do not overcrowd rooms, use equipment appropriately.
- ☑ All rooms to be kept clean and tidy –clean whiteboards, use bins for rubbish.
- ☑ There is to be no eating or drinking in the rooms.
- ☑ No objects, notices etc. are to be affixed to walls, doors, furnishings or fixtures.
- ☑ Be mindful of etiquette signs in the room.
- ☑ If your group accidentally damages something, please let us know asap.

REPORT A ROOM FAULT

If you notice a fault within a room, such as an equipment item not working, lights not working, tablet arms broken, or room capacity not as it should be, please let us know by reporting online.



IT AND AV FAULTS / SUPPORT

- IT services can be contacted via www.its.uq.edu.au/helpdesk/av-call-assistance-line
- If an event is outside of standard operational hours, and you anticipate requiring IT or AV support, this needs to be organised by you through IT Services. You may need to hire staff for the day.

AV On Call Assistance Line

ITS offers full technical support for audio-visual equipment in centrally controlled University teaching spaces as well as some SLA clients.

On call support can be reached by:

St Lucia Campus

Phone: extension 54033
7am-9pm weekdays during teaching times
7am-5pm weekdays during non-teaching periods.

Gatton Campus

Phone: extension 50181
8am-4pm weekdays all year round.

Herston Campus

Phone extension 64871
7am-3pm weekdays all year round.

TRI & PACE

Phone extension 33461924
7am-3pm weekdays all year round.

Other Supported Sites

Greenslopes
Phone 33654033
7am-9pm weekdays during teaching times.
7am-4pm weekdays during non-teaching periods.



LOCKED ROOMS

- Rooms should be unlocked if you have made a booking for a Student Club.
- If a room is locked, please refer to signage near the door and call the number on the TSM sign.

SOME OTHER HANDY REMINDERS

- Start booking on the whole hour, not half hour.
- Computer rooms – ITS code of conduct (cannot use for gaming sessions).