How to book events on campus

All organised events on campus require approval from a UQ events panel. Below are the steps to get your event approved.

Complete UQ700 event application: List your preferred OUTDOOR location on the UQ700 form. If Property & Facilities (P&F) approve your application, the location will be approved at the same time.	**--OR--**	**Complete UQ700 event application:** List your preferred INDOOR location on the UQ700 form. We will then send a tentative room booking request to Room Bookings. We will only be able to approve this tentative date once Property & Facilities (P&F) have approved your application (see page 2).

AND

Complete COVID safe checklist

Tick all boxes you agree to comply with and sign the last page.

PLUS

COVID safe food handling certificate:
If any food is being consumed at the event (pre-packaged food, delivered, self-made) you must complete and attach the 'COVID in Dining' food handling certificate.
https://tafeqld.edu.au/covid-safe

Send your 700, checklist (and food handling certificate if relevant) to clubs@uqu.com.au

Note: You may put multiple dates on the one application if the events are identical (e.g. weekly club meetings / games nights etc. You will need separate applications if the events are not identical.

- **UQU** (Emily Scott) will sign off on UQ700 and Statement of Compliance (SoC).
- **UQU** will forward club applications to UQ P&F (they will **NOT** accept applications directly from clubs.
- **UQU** tracks applications / you can check progress here
- We will supply you a signed copy of the SoC for you to display physically at your event. You may also need to show the physical copy to UQ security if you need rooms unlocked.

ROOM BOOKINGS

If you require a UQU or UQ room booking for your event, please include the below details on your UQ700 under **Proposed Location / Venue**

- Start time
- End time
- Proposed room

You will be sent an email with a list of all available rooms to choose from. This booking will remain tentative until you receive your event approval from UQ.

** NO food or drink is permitted in UQ Teaching Space rooms** If you are serving food at your event you must specify where you will be consuming food (outside of your requested room and outside of any foyer spaces), if you do not do this UQ Teaching Space will likely cancel your booking.

LAST NOTES:

- You need to add specific detail of food e.g. what food will be served, will it be catered, delivered, self-made etc.
- We are no longer providing COVID cleaning kits for UQU rooms as these were not returned to us, you must provide hand sanitiser and cleaning products to wipe down tables / chairs before you pack them away when using UQU rooms.