

Room Booking Conditions

Access: Arrangements have been made for the facility to be opened and closed at times indicated on your Booking Request. **Please ensure that you:**

- make allowance for any set up and clean up time required for your activity

[NOTE: caterers will use the last 30 minutes of your booking to clean and clear their materials]

- advise if access is required before 7:30am

Contact Security on x 85585 if you experience after hours problems with access to building, rooms or lifts.

Cancellation: Function and meeting rooms are in high demand. Please contact Campus Services (or the room owner if the location is not centrally managed) immediately if you no longer require a booking.

Furniture: Rooms with moveable furniture can be set up in a range of configurations suitable for seminars, workshops and meetings. It is your responsibility to arrange furniture to suit your requirements and you should allow preparation time for this.

Furniture and equipment must not be removed from the room.

Routine Cleaning: Routine cleaning (excluding kitchens and caterer's materials) normally occurs prior to 8.00am Monday to Friday. On weekends rooms may have been used for up to 14 hours since they were last cleaned. After-hours cleaning of rooms, foyers and toilets can be arranged on a cost recovery basis. Contact the Cleaning Supervisor if you require after hours cleaning [GP 81252, KG 83473]

Equipment: Rooms are generally equipped with audiovisual teaching aids. Contact the Audiovisual Services Section for further information regarding this equipment [GP 81780, KG 83086]

Emergency: In the event of an emergency you are responsible for the orderly evacuation of the room. Security can be contact directly on x 88888.

No Smoking: In accordance with University Health and Safety policy (MOPP A/9.7) smoking is not permitted in rooms, corridors, and balconies or within 10 metres of an entrance.

OJW Room and Gibson Room

- **Do not store or place surplus furniture and/or equipment in the fire escapes. The practice is illegal and could be dire in an emergency.**
- Do not disturb staff in the offices adjacent to the function room.
- Internal phones: OJW Room on the wall adjacent to the entry door and in the kitchen of the Gibson Room.
- Furniture and equipment must not be removed from the room. Please consider subsequent users and leave furniture should be left neatly after a function.
- The kitchen facility will normally be opened in conjunction with all bookings. Cooking equipment is not available. Kitchen facilities provide for cold storage, final preparation and serving of food only.
- The room is equipped with audiovisual teaching aids including an electronic whiteboard, PA, OHP, PC, video/data projector and screen. Contact the Gardens Point Audiovisual Services Section on x81780 for further information regarding this equipment
- **OJW room:** If tables are not required they should be folded and stored in the room adjacent to the swinging kitchen doors. Please note that the tables are portable but heavy.
- **Gibson Room:**
Lift access is only provided on weekdays between 8am and 6pm. For functions outside these hours all bookings automatically generate a request for the Security office to activate appropriate lift access. The balcony remains locked. If it is required this must be specified at the time of booking.

User Responsibilities

You and your caterers are responsible for ensuring that rooms and kitchens are left clean and all waste and materials are removed in a timely manner before subsequent users arrive. Waste and recycling bins are located in the vicinity of all rooms, and on the terrace area of the OJW Room.

Ensure that your caterers are aware of this requirement when obtaining quotes.

The area will be inspected regularly. You will be charged for the costs of returning the facility to an acceptable standard.

The University is not responsible for catering equipment and material left in rooms after an event.