

ROOM BOOKING REQUEST FORM

Your Details

Applicant Name: _____ Student Number: _____

Email: _____ Phone No: _____

Organisation Details

Arc Club Student Group Sports Assoc UNSW Personal Use Other

Organisation Name (if applicable): _____

Organisation Address: _____

Event

Meeting Lecture Seminar Social Dance Class Other

Event Title: _____ Expected Attendance: _____

Will you be charging a fee to attend this event?: Y / N Per Person \$ _____

Event Description: _____

Room Booking Details

Room Preference: _____

Event Date: _____

Please specify actual dates, not days and weeks of academic semester

Access Time: _____ Start Time: _____ End Time: _____

Equipment Needs : _____

Signed: _____ Date: _____

By submitting this form I understand that this is only a request and does not permit me to use the rooms within the Roundhouse, Blockhouse or Squarehouse. The relevant department will contact me should the room be available, upon confirmation I will also be notified of any details such as associated costs. It is my responsibility to review the assigned room. I have read and understand the Arc Room Booking Terms and Conditions on the back of this form.

Please Submit to either:

Roundhouse
Venue reception
Level 1, Roundhouse
T 9385 7630 F (02) 9663 1736
venue@arc.unsw.edu.au

Arc @ UNSW Limited
The Blockhouse, University of New South Wales
Anzac Parade, Kensington NSW 2032
PO Box 173 Kingsford NSW 2032
T 02 9385 7700 F 02 9385 7701
www.arc.unsw.edu.au



Arc Room Booking Policy 2007

This policy applies to all rooms available to be booked at Arc @ UNSW. The rooms are provided as venues for student events that contribute to University community. This policy has been created to ensure that the rooms are being used to their full potential.

1. The following table outlines rooms available for use at the Arc, and the availabilities, capacities and commercial prices for use of each room. Note: this table is not extensive. The Roundhouse also hires out the 'Big Room' area in the Roundhouse and the 'UniBar' and 'Club Bar'. For details about booking these rooms please contact the Roundhouse on 9385 7676. The Blockhouse also has a Pottery Studio available for use. For terms and conditions please call Blockhouse Reception on 9385 7700.

ROOM	BOOKED THROUGH	AVAILABILITY IN SESSION	AVAILABILITY OUT OF SESSION	CAPACITY	UNSW STUDENT BOOKING FEE	EXTERNAL COMMERCIAL BOOKING FEE
Training Rooms	Blockhouse Reception	Mon-Fri 9am-4.30pm	Mon-Fri 9am-4.30pm	14-20	\$20 per hour	\$30 per hour
Music Room 1	Blockhouse Reception	Mon-Fri 9am-4.30pm	Mon-Fri 9am-4.30pm	4	\$25 per hour	\$40 per hour
Music Room 2	Blockhouse Reception	Mon-Fri 9am-4.30pm	Mon-Fri 9am-4.30pm	4	\$25 per hour	\$40 per hour
Music Room 3	Blockhouse Reception	Mon-Fri 9am-4.30pm	Mon-Fri 9am-4.30pm	20	\$25 per hour	\$40 per hour
Dark Room	Blockhouse Reception	Mon-Fri 9am-4.30pm	Mon-Fri 9am-4.30pm	12	\$25 per hour	\$40 per hour
Dance Studio	Blockhouse Reception	Mon-Fri 9am-4.30pm	Mon-Fri 9am-4.30pm	16	\$25 per hour	\$40 per hour
Marsh Room	Roundhouse Reception	Mon-Fri 9am-10pm	Mon-Fri 9am-5pm	100	\$25 per hour	\$44 per hour
Wurth Room	Roundhouse Reception	Mon-Fri 9am-10pm	Mon-Fri 9am-5pm	50	\$25 per hour	\$40 per hour
Drawing Room	Roundhouse Reception	Mon-Fri 9am-10pm	Mon-Fri 9am-5pm	100	\$25 per hour	\$44 per hour
Hutcheson Room	Roundhouse Reception	Mon-Fri 9am-10pm	Mon-Fri 9am-5pm	100	\$25 per hour	\$44 per hour
AIR Room	Roundhouse Reception	Mon-Fri 9am-10pm	Mon-Fri 9am-5pm	50	\$25 per hour	\$40 per hour

NOTE: Roundhouse Rooms are not available during exam periods. The Wurth and Drawing Rooms may be combined to form one room.

- Every time a room is required, a booking form must be completed and returned to the appropriate booking office as listed in the table above.
- Rooms must always be left in the condition they were found in. Penalties may include a fee for cleaning and or repairs and the possibility of a ban of up to 3 months at the discretion of Arc management.
- For the purpose of this policy, the definition of a commercial booking is any booking for an event or course that charges a fee for attendance or participation including those conducted by on-campus organisations.
- For the purpose of this policy, the definition of a private booking is any booking for an event or course that does not charge a fee for attendance or participation.
- The rooms will be free for personal member use and member-based non-fee activities. Non-members must pay \$3.30/person/hour for non-commercial use.
- The Sports Association shall be charged \$12 per hour to use any Arc facility unless otherwise specified.
- This policy does not apply to the memorandum of understanding between the Arc and The Eastern Suburbs Community College.
- Before using the Pottery Studio, a safety induction must be completed covering the use of equipment and materials and OH&S procedures for use of the space.
- There is a \$55 flat equipment fee to hire a data projector.
- CD players are free to use from the Blockhouse but a \$20 deposit must be left with photo ID.
- A key deposit of \$5 is required for rooms hired from the Blockhouse Reception.
- Bookings may only be made, at earliest, at the beginning of the session for which the booking is in.
- Clubs, groups, bodies or individuals may be limited to a total 3 hours room usage per week at the discretion of Arc Management.
- A commercial booking may replace a private booking at short notice (e.g. the Roundhouse may be booked at short notice for a major concert or function) but in that instance, management will attempt to find adequate alternative space for the displaced private booking.
- Members may only book rooms in the Squarehouse 10 days prior to their event. This is to allow adequate time for the booking to be filled by a commercial user.
- Arc Management reserve the right to alter and cancel bookings at anytime.
- Arc Management may alter this policy at any time without prior notice.

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Arc
UNSW Student Life