



Academic Registrar's Division
Central Timetabling Unit

Casual Room Booking Guidelines

Contents

1 Introduction / Background.....	2
2 Scope / Purpose.....	2
3 Definitions.....	2
4 Booking Guidelines.....	3
4.1 Common Teaching Rooms.....	4
4.2 Resolution of Difficulties.....	4
4.3 Pricing.....	5
4.3.1 Venue Hire Costing.....	5
4.3.2 Common Teaching Venue Pricing.....	5
5 University of Wollongong Function Centre Bookings.....	8
6 UOW Clubs and Societies Program Office.....	8
6.1 Clubs and Societies Roles and Responsibilities.....	9
7 Roles and Responsibilities.....	10
8 Related Documents.....	10
UOW Timetable Guidelines.....	10
Timetabling Process and Procedure.....	10
2009 Timetable Production Timelines.....	10
Guidelines for the use of Block Booking Rooms.....	10
9 Version Control Table.....	11

1 Introduction / Background

This document is intended to provide a set of guidelines for making casual bookings within common teaching venues at the University of Wollongong (UOW).

Casual room bookings are defined as ad-hoc bookings made by staff, students or external organisations for meetings, seminars, teaching activities for non-award courses, conferences, orientation activities and any other activities that are not incorporated in the University timetable.

2 Scope / Purpose

To facilitate a standardise format for the collection and submission of consistent data for those wishing to submit casual room booking requests.

3 Definitions

ARD Timetable Coordinator	Manger of the Central Timetabling Unit
Client Type	Categories in which prospective users/hirers of rooms are grouped for the purpose of fees to be charged.
Common Teaching Rooms	Common teaching rooms are defined as general, non-specialised areas used for teaching and other related activities by the academic community at large.
Conditions of hire	An Agreement that outlines all the requirements and responsibilities for the hire of UOW venues. All prospective hirer's are required to read, complete and sign the agreement prior to bookings being confirmed
CTU	Central Timetabling Unit
Non teaching bookings	Casual room booking requests that are not incorporated in the University timetable.
Requester	UOW Staff member requesting venue
Sessional bookings	Bookings requested for some or all weeks of Summer, Autumn and Spring sessions
UniCentre	UniCentre is the centre of social activity on campus offering retail, food, events, programs, services and facilities.
Web venue booking system	Online Room Booking system
CSE	Centre for Student Engagement
C & S	Clubs and Societies

4 Booking Guidelines

- The use of university space for classes takes precedence over non-teaching bookings.
- No adjustments to the teaching timetable will be made to accommodate casual room bookings.
- Once the timetable is published new classes requiring scheduling will take precedence over non-teaching bookings if there are no alternative appropriate teaching spaces available.
- Spaces may be booked for non-teaching activities only when it is known that the activity will occur. There are no tentative bookings.
- Access to Common Teaching Rooms is only permitted if the activity is scheduled or authorisation is given via the Central Timetabling Unit.
- Persons found to be in a room without proper authorisation will be requested to leave immediately.
- University events can only be booked one Syllabus Plus year ahead. Wherever possible events will occur outside of teaching and examination dates.
- Any non-teaching activities that must be booked in advance of the timetable may not be confirmed until 2 – 3 weeks into session commencement. It is the responsibility of the requester to confirm their booking.
- Sessional bookings will be booked one session in advance only. It is the responsibility of the requester to rebook a venue for the following session. The same location will not be guaranteed.
- The requester is responsible for ensuring that the non-teaching booking does not impact other activities scheduled in the immediate area (eg. A noisy meeting next to a lecture) Loud Music or singing etc.
- All Casual Bookings will be made via the Web venue booking system.
<https://intranet.uow.edu.au/portal/workplace.php> if your required location is not currently available through the web venue booking system below is the format for requesting a casual booking.

Format for requesting a casual booking

- Day of week
- Date for booking
- Start and finish time
- Room capacity required
- Nature of event
- Preferred location – [View venue detail/resources](#)
- Audio visual requirements – [View common AV configurations](#) [pdf 24kb]
- Your contact name
- Your extension number
- Your department / Organisation

4.1 Common Teaching Rooms

- Central Timetabling Unit (CTU) may book vacant teaching space for UOW meetings and events provided:
 - Catering, security cleaning, maintenance or resetting of the space is not required during core teaching time.
 - Catering, maintenance or resetting of the space is not required outside of core teaching time. If so the booking will be referred to UniCentre.
- Fees may be charged for the use of Common Teaching Space depending on the category of the Hirer. (Point 4 below)
- Meetings / casual bookings for major non teaching events during session where possible occur during UOW common lunch hour Wednesday 12:30 pm – 1:30 pm. Thursday 12:30 pm to 1:30 pm weekly.
- Confirmation of casual booking activities required during session will not be confirmed until week 3 of Autumn and Spring sessions. This is to allow for the stabilisation of class timetables. Casual bookings required prior to this time will occur on a day to day basis.
- Casual bookings may be made in advance during session if commencement time is after 6:30 pm and there is an abundance of common teaching space.

4.2 Resolution of Difficulties

- Where there is contention for the same resource by two or more parties, the parties involved should attempt to negotiate a solution that is acceptable to all.
- Where an acceptable solution cannot be achieved, the Timetabling Coordinator will mediate and attempt to resolve the issue, involving the relevant parties.
- Conflicts that cannot be resolved will be mediated/arbitrated by the ARD Timetable Coordinator. Any issues that cannot be satisfactorily resolved by the ARD Timetabling Coordinator can be referred to the Academic Registrar, the Timetabling Advisory Group, the Deputy Vice Chancellor (Academic) or the Deputy Vice-Chancellor (Operations) for their adjudication on the unresolved issue/s.

4.3 Pricing

4.3.1 Venue Hire Costing

Common Teaching Areas (CTA's), a variety of on-campus lecture theatres and seminar rooms that are equipped with state-of-the-art presentation facilities are available for hire to outside clients.

There are three categories of "client-type" by which different charges for Common Teaching areas apply.

Criteria for those categories are below...

Client Type 1 = No charge, direct expenses may be charged eg: cleaning, security etc.

Client Type 2 = 50% of rate + direct expenses

Client Type 3 = 100% of rate + direct expenses

4.3.2 Common Teaching Venue Pricing

Lecture Theatre 200 – 383	\$44.00 /hr
Lecture Theatre 104 – 199	\$34.00 /hr
Lecture Theatre 70 – 103	\$28.00 /hr
Lecture theatre 25 - 56	\$16.00 /hr
Seminar Room 52 – 100	\$23.00 /hr
Seminar Room <52	\$16.00 /hr

4.3 Categories of Hirers

Client-type 1

1. Special purposes as approved by the Vice-Chancellor.
2. Bodies directly connected with the University
 - University recognised clubs or societies (includes affiliated clubs)
 - SRC
 - Staff Association etc
3. Charitable functions or meetings of public or community interest.
4. Lectures/seminars, meetings and the like, organised by University departments/faculties or by staff members on behalf of professional associations or societies, where a registration-fee is not charged.

Client-type 2

Non-profit activities such as:

1. Service organisations:
 - Rotary
 - Scouts
 - Apex, etc.
2. Teachers associations
3. Lectures/seminars, meetings and the like, organised by University departments/faculties or be staff members on behalf of professional associations or societies, where a registration-fee is charged to recover costs.

Client-type 3

1. Business firms
2. Non-University theatre or film groups.
3. Professional associations or societies for conferences or symposiums for which registration fee is charged
4. Political or religious groups
5. Government departments and educational institutions
6. Others

4.4 Extract from University Management Handbook

Union Facilities

All enquiries by organisations or individuals wishing to use Union facilities or to arrange catering services are handed separately by the Union's Functions Office.

Audio Visual Equipment

All requests for the provision of Audio Visual Equipment or an operator, when it is not provided as standard equipment in the room, are forwarded to CEDIR. The organiser is asked to make arrangements with that section regarding operation etc.

Playing Fields

The Recreation and Sports Association has the responsibility for the booking of playing fields. In accepting bookings priority is given to the Sports Association.

Delegation of Authority

The following have delegation for approving the use of facilities by external hirers.

Common Teaching Areas	-	Timetable Officer
Playing Fields	-	Executive Officer, Recreation and Sports Association
Special Teaching Areas	-	Head of Department

4.5 Conditions of Hire

Conditions of Hire of University of Wollongong Facilities

1. This agreement includes use of only the facilities listed, at times and for the purpose stated, in the attached booking form. Any additions or variations should be advised to the Booking Officer as early as possible <mailto:roombook@UOW.edu.au>
2. The University reserves the right to reject any applications for hire by any individual or organisations without assigning a reason.
3. The hirer shall indemnify the University against any infringement or copyright or performance rights in connections with any musical, literacy or dramatic work being performed.
4. The University at its discretion may prohibit any performance or function which is objectionable, dangerous contrary to the law or detrimental to the reputation of The University of Wollongong.
5. The hirer is responsible for complying with all Federal, State and Local government regulations in so far as they concern the use of buildings for public use. No intoxication liquor shall be brought into or consumed in the premises grounds except in accordance with the State laws and with the permission of the University.
6. The floors, walls, or any part of the premises shall not be written on or pierced by nails or other contrivances and the premises shall not be decorated or placarded, nor may seats be altered or removed without prior approval of an authorised officer. Gangways and passageways shall be kept free of obstructions at all times.
7. Users of University facilities must not couple the name of the University with any promotional sales or advertising activity without express permission of the Vice-Chancellor in writing.
8. The licensee shall indemnify and keep indemnified the University against all actions, suits, claims and demands whatsoever arising out of or in connection with the use of the premises by the licences or by any other person under the licence.
9. The fees payable by the licensee shall be in accordance with the appropriate rates established from time to time by the University.
10. In addition to meeting the basic hire charges applicable, the user may be asked to re-imburse the University for any additional "out-of-pocket" expenses that may be incurred by the University, e.g. extra cleaning services required or overtime for attendant/patrolmen.
11. Charges will be also be imposed for repair of any damage, beyond normal wear and tear caused to buildings, furnishing or equipment or for the removal of unwanted materials left after occupancy.

12. Since audio visual equipment is available in most rooms which will be offered for hiring, no extra charges for the use of this equipment are proposed unless the University is required to incur additional costs for operator's time.

In the Event of this application being accepted,

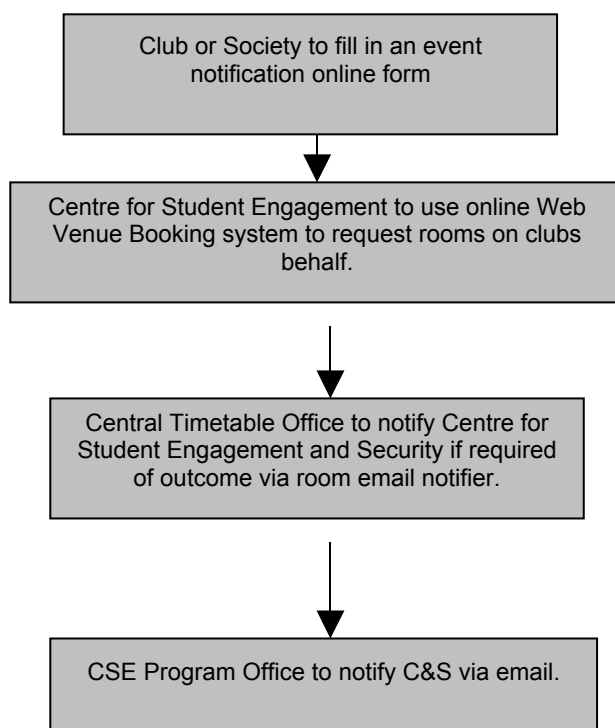
- I/We Agree
1. to pay the prescribed charges, as per Category of Hirer.
 2. to accept the conditions of hiring as being incorporated in the contract, and
 3. to be bound by and comply with the said Conditions of Hire.

Signature of Convenor _____ Date _____

5 University of Wollongong Function Centre Bookings

- Non-teaching bookings (UniCentre Events) may be taken one Syllabus Plus year ahead outside of session and examination dates only.
- Requests for non-teaching bookings are often requested before scheduling of the UOW timetable is published. UOW classes take priority over all other activities, the following guidelines will apply:
 - If the required booking is during an academic break and no classes are expected to be scheduled, the booking (date, time, location,) can be confirmed as FIRM. If classes are subsequently required during this period, they will use an alternative location.
 - If the required booking is during session the booking will not occur until the session timetable is non draft.
 - Any non-teaching activities that must be booked in advance of the timetable may not be confirmed until 2 – 3 weeks into session commencement. It is the responsibility of the requester to confirm their booking.
 - Sessional bookings will be booked one session in advance only. It is the responsibility of the requester to rebook a venue for the following session. The same location will not be guaranteed.
 - UniCentre contracts will not be put in place until the class timetable is published and may not be confirmed until 2 – 3 weeks into session commencement.
 - All external non-teaching events will be scheduled via UniCentre.
 - The requester is responsible for ensuring that the non-teaching booking does not impact other activities scheduled in the immediate area (eg. A noisy meeting next to a lecture).

6 UOW Clubs and Societies Program Office



1. CSE Program Office will ensure that all clubs and societies have a signature representative sign the UOW Conditions of Hire of University Facilities agreement for the current term of their office.
- C&S to submit an online event notification form to CSE Program Office
 - CSE Program Office will notify CTU via the online Web Venue Booking system of C&S casual room booking requirements. If a requirement is not able to be facilitated via the online Web Venue Booking system CSE program office will submit casual room booking request via roombook@uow.edu.au email.
 - CTU will notify CSE Program Office with a confirmation of casual room booking via the casual room booking automatic notifier email system. If the automatic email notifier system is not appropriate for a casual room booking request CTU will notify CSE Program Office of casual room confirmation or cancellation via roombook@uow.edu.au email notification.
 - CSE Program Office to notify relevant C&S of casual room booking results.
 - Any casual room booking request received directly from a club or society to CTU will be automatically cancelled or redirected to CSE Program Office.

6.1 Clubs and Societies Roles and Responsibilities

C&S Executive is responsible for identifying rooms required and filling in on line notification form.

C&S Program Office responsible for communicating procedure to C&S and other affiliated student groups.

C&S Program Office responsible for ensuring all C&S signatures to the Conditions of Hire of University Facilities agreement.

C&S Program Office responsible for notifying Building & Grounds, security and other university relevant departments of event.

C&S Program Office responsible for notifying CTU of any changes in relation to affiliated clubs and societies via email and updated list.

C&S Program Office is responsible to facilitating any communication between C&S and CTU in relation to any discrepancies, difficulties, relating to a casual room booking

CTU will liaise directly with C&S Program Office in relation to any problems or discrepancies relating to a casual room booking request.

CTU responsible for timely booking of requested rooms.

CTU is also responsible for identifying a UniCentre Club and Society and forwarding any stray casual room booking requests to the C&S Program Office.

CTU will forward any non C&S requests to relevant UOW student group for confirmation of affiliation.

CTU responsible for notifying security of any out of hour bookings.

7 Roles and Responsibilities

- Central Timetabling Unit = Responsible for processing/confirming booking requests received via the Web Venue Booking system as well via the room booking email.
- UOW Staff = Responsible for conveying their casual room booking requests via the appropriate method to CTU. Also responsible for ensuring they use the allocated room/s for the period for which it was confirmed and conduct themselves in an appropriate manner in so far as to not inconvenience people in adjacent areas.
- UOW Students = Responsible for conveying their casual room booking requests via the appropriate method to the person in charge of Unicentre Clubs and Societies Program (Program Coordinator – Clubs & Societies) as well as WUSA (info@wusa.uow.edu.au) who will in turn liaise with CTU for the process of booking requests. Students also responsible for ensuring they use the allocated room/s for the period for which it was confirmed and conduct themselves in an appropriate manner in so far as to not inconvenience people in adjacent areas.
- UniCentre Function Centre staff = responsible for liaising with CTU for the booking of common teaching venues for conferences.
- All users = Rooms are to be left in a neat and tidy condition at the conclusion of the booking

8 Related Documents

Below documents can be found for UOW staff at: <https://intranet.uow.edu.au/ard/timetabling/index.html>
UOW Students <http://www.uow.edu.au/student/timetables/UOW008208.html>

- **[UOW Timetable Guidelines](#)**
- **Timetabling Process and Procedure**
- **2009 Timetable Production Timelines**
- **Guidelines for the use of Block Booking Rooms**
- Web Venue Booking Procedures
- View common AV configurations
- Venue Detail/Resources
- Common Audio Visual Configurations
- 2009 Common Teaching Venues
- Booking Video Conference Locations
- How to Make A Casual Room Booking
- Related web site <https://intranet.uow.edu.au/ard/timetabling/index.html>

9 Version Control Table

Version Control	Date Released	Approved By	Amendment
1.0	053107	Timetabling Coordinator- David Ryan	Draft
2.0	070918	Timetabling Coordinator – David Ryan	Removed Draft
3.0	080505	Timetabling Coordinator – David Ryan	Updated reference to ARD-BS-GUI-001
4.0	010209	Timetabling Coordinator – David Ryan	Incorporated UOW Clubs and Societies booking procedures – Updated year reference
5.0	050609	Timetabling Coordinator-David Ryan	Amended Web Venue Booking Link