



Academic Registrar's Division  
Central Timetabling Unit

# Casual Room Booking Guidelines UOW Clubs & Societies

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## 1 Introduction / Background

This document is intended to provide to students and student groups 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 booking requests made by students or UOW affiliated Clubs and Societies for meetings and other activities.

## 2 Scope / Purpose

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

## 3 Definitions

### 3.1 What Constitutes a Casual Booking?

A casual booking is any request made for a venue that is not associated with general class activity. The one exception is where make up classes are necessary due to public holidays etc and where those classes are not required to be published on the web timetable – these are considered to be casual room booking requests.

### 3.2 When Can Casual Bookings Be Requested?

During the current year bookings can be requested at any time subject to room availability. However for bookings requested during session times these will not be processed until the end of week 1 for lecture theatres and the end of week 2 for tutorial/seminar type venues. This does not apply to meeting rooms and booking requested in common lunch periods, out of peak class times and weekends – those types of requests will be processed immediately, subject to room availability.

Booking requests for the year ahead are unable to be submitted until the creation of that years database which is generally not completed until early September of the current year. Processing of these requests will not commence until November (of the current year) in order to allow for the completion of Summer session timetabling and scheduling of institutional priority bookings such as Exams, Discovery Days, Orientation, Bridging courses and Conferences (booked through the Uni Functions Centre).

### 3.3 How Can Casual Bookings Be Requested?

Requests for casual room bookings are to made through the Web venue Booking System located on the Intranet (under the staff Direct Links).

In the event that you are unable to access the web Venue Booking system you submit booking requests the Central Timetabling Unit via email ([roombook@uow.edu.au](mailto:roombook@uow.edu.au)). If submitting your request via email listed below is a template outlining the format your email request should be in.

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 Glossary of Terms

ARD Timetable Coordinator	Manager of the Central Timetabling Unit
B&G	Building and Grounds
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.
CTU	Central Timetabling Unit
LIFT	Learning, Innovation, Facilities and Technologies
Non teaching bookings	Casual room booking requests that are not incorporated in the University timetable.
Requester	Person requesting to book a venue/s
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

## 5 General 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.

New classes requiring scheduling post publication of the timetable will take precedence over non-teaching bookings. This may mean that non teaching bookings could be allocated to an alternate day/time/venue. Casual bookings may be made in advance during session if the request is for during the common lunch periods or if the commencement time is after 6:30pm and there is an abundance of common teaching venues.

Confirmation of casual booking activities required during session will not be confirmed until weeks 1 and 2 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

No tentative bookings are accepted.

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.

Bookings required for the duration of a session 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 cannot be guaranteed.

Users of rooms on a casual basis must be mindful that their event does not impact other activities scheduled in the immediate area eg. noisy meeting next to a lecture, loud music and/or singing etc.

All Casual Bookings are to 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.  
Students wishing to book rooms are advised to contact the Clubs and Societies offices.

## 5.1 Who to Contact

To make a casual booking – Central Timetabling Unit (CTU)  
Audiovisual – Learning, Innovation, Facilities and Technologies - LIFT (formerly Cedir)  
Reporting of faults, problems and issues with common teaching venues - LIFT  
Air-conditioning – Buildings and & Grounds (B&G)  
Room set up –B&G  
Cleaning – B&G  
Catering – Functions Centre (UniCentre)  
Lock/Unlock rooms (Security)

## 5.2 Resolution of Difficulties

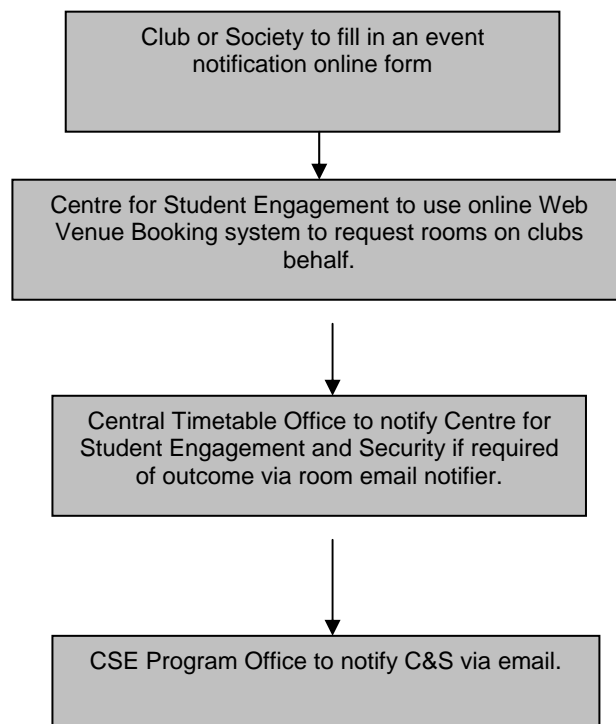
Where there is contention for the same resource by two or more parties, the parties involved should attempt to negotiate a solution that is acceptable to all.

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.

## 6 Booking Processes for Clubs and Societies

### 6.1 UOW Clubs and Societies Program Office Flow Chart



### 6.2 Clubs and Societies Booking Procedures

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](mailto: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](mailto: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.

## 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.

Clubs and Societies Roles and Responsibilities

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

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](mailto:info@wusa.uow.edu.au)) who will in turn liaise with CTU for the process of booking requests.

Students are also responsible for ensuring that they meet, and adhere to, the policies and processes as set out by the C&S Program Office in relation to membership of their relevant Club or Society.

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

Additional documentation can found on the following websites:

<https://intranet.uow.edu.au/ard/timetabling/index.html>

UOW Students <http://www.uow.edu.au/student/timetables/UOW008208.html>

## 9 Version Control Table

Version Control	Date Released	Approved By	Amendment
1.0	061609	Timetabling Coordinator- David Ryan	New Document split from Casual Room Booking Guidelines

