



UOW Student Services Division  
Timetabling Services

# Casual Room Booking and Common Teaching Space GUIDELINE

## Contents

1	Background .....	2
2	Scope & Purpose.....	2
3	Definitions .....	2
4	What is a Common Teaching Venue.....	2
4.1	Categories of Audio Visual Table .....	3
5	Workplace Health and Safety.....	3
5.1	What is an Appropriate Event for CTA venues? .....	3
5.2	What is not an Appropriate Event in CTA venues? .....	3
6	What is a Casual Booking .....	4
6.1	When Can a Casual Booking be Requested? .....	4
6.2	How to Make a Casual Room Booking Request .....	4
6.3	UOW Conferences.....	5
6.4	Weekend Bookings.....	5
6.5	What is Block Booking or Intensive Venue Use .....	5
7	Booking Rules .....	5
8	Booking Etiquette .....	6
9	Innovation Campus Casual Bookings .....	6
9.1	Non CTA Innovation Campus bookable venues.....	6
9.2	Innovation Campus Parking.....	7
9.3	iC Campus Maps .....	7
9.4	Coordination of Events .....	7
10	Regional & Metropolitan Campus Booking Process.....	7
10.1	External Booking Requests .....	8
11	Roles and Responsibilities.....	8
12	Related Documents .....	9
13	Version Control Table .....	9

## 1 Background

This document is intended to provide a guideline for UOW staff when requesting a casual booking for Common Teaching Venues (CTA) at any onshore UOW Campus as well as providing a guidelines for appropriate use of CTA venues for all booked activities within CTA space.

## 2 Scope & Purpose

To ensure standard data is submitted during submission and collection for all activities in CTA venues and definitively describe an appropriate activity, purpose and use of CTA spaces.

## 3 Definitions

Term	Definition
<b>Activity</b>	Is an event that gathers, staff, students, locations, equipment together for example; lecture, tutorial practical etc as well as casual room bookings
<b>CTA</b>	Common Teaching Area are rooms defined as general, non-specialised areas used for teaching and other related activities required within UOW or for external clients.
<b>Class</b>	A group of students who are taught together related to a UOW subject
<b>Casual Room Booking</b>	An ad hoc event not related to a UOW subject
<b>Block Activity</b>	Activity delivered on two or more whole consecutive days or a whole day for at least 6 consecutive hours or a short term casual booking more than 5 hours
<b>Sessional Booking</b>	A class or casual booking repeated on the same day and time for a period of weeks
<b>Web Room Bookings</b>	UOW room booking system
<b>Timetable Services</b>	Responsible for ensuring the processing/confirming booking requests received via the Web Room Bookings system as well via the room booking email.
<b>Audio Visual</b>	Equipment designed to aid in learning or teaching.

## 4 What is a Common Teaching Venue

Common teaching venues are shared teaching spaces used for UOW and UOWC classes within a UOW Campus. Spaces are generally defined as:

Term	Definition
<b>L-TR</b>	Lecture Theatres with fixed seating
<b>L-TR/U</b>	Lecture Theatres in U Shape with fixed seating
<b>L-MT</b>	Mini Lecture Theatres under capacity of 72 fixed seating
<b>L-TUT</b>	Tutorial/Seminar Rooms movable seating
<b>L-CLAB</b>	Computer Labs
<b>A-Block</b>	Intensive Class Venue
<b>CoIT</b>	Collaborative Learning & Teaching Space

All spaces have furniture and the majority have carpet, all have some level of audio visual equipment with the exception of meeting rooms and tutorial venues with wall to wall whiteboards.

#### 4.1 Categories of Audio Visual Table

Category	Audio Visual Facilities
1	General Room – No equipment
2	Standard Audio Visual Equipment – Projection, screen, computer and laptop input
3	Standard Audio Visual Equipment – Projection, screen, computer, laptop input plus document camera
4	Video conference plus standard audio visual equipment
5	Echo360 plus standard audio visual equipment

### 5 Workplace Health and Safety

An activity which presents a risk to health and safety requires a documented risk assessment to ensure the hazards are removed or controlled appropriately. More information on the process of undertaking a risk assessment can be found on the [SafeWork NSW website](#) or the [UOW Safe@Work web site](#).

#### 5.1 What is an Appropriate Event for CTA venues?

- ❖ Any class which does not pose a workplace health and safety risk and does not involve loud music, singing, exercise of any impact level, dancing or hazardous materials
- ❖ Any approved casual booking which does not pose a workplace health and safety risk and does not involve loud music, singing, exercise of any impact level, dancing or hazardous materials

#### 5.2 What is not an Appropriate Event in CTA venues?

- ❖ An activity which presents a risk to health and safety including but not limited to fire, candles, hazardous materials or chemicals, stacking furniture or blocking of exit points
- ❖ Any activity which impacts on surrounding teaching spaces or other UOW space
- ❖ Any activity which damages UOW property including but not limited audio visual equipment, furniture or soft furnishings
- ❖ Any class which poses a workplace health and safety risk and involves loud music, singing, exercise of any impact level, dancing or hazardous materials
- ❖ Any casual booking which poses a workplace health and safety risk and involves loud music, singing, and exercise of any impact level, dancing or hazardous materials

## 6 What is a Casual Booking

A casual booking is any request made for a venue that is not associated with general class activities. The one exception is where make up classes are necessary due to public holidays, venue or staff emergencies where those classes are not required to be published to the web timetable; these are considered to be casual room bookings. Timetabling Services will make a determination if a casual booking request should be incorporated within the Universities teaching timetable.

### 6.1 When Can a Casual Booking be Requested?

A casual room booking can be requested at any time during the current year, subject to room availability.

However requests for during session dates **are unable to be processed** until the **end of week 1** for lecture theatres and the **end of week 2** for tutorials/seminar type venues.

Available dates for web room booking requests will be updated on the [Web Room Bookings](#) page regularly.

Sessions are defined as:

Autumn	Spring	Trimester 1	Trimester 2	Trimester 3	Summer
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Bookings requested during common lunch periods or out of peak class times and weekends may be processed subject to room availability, email [room-bookings@uow.edu.au](mailto:room-bookings@uow.edu.au) for assistance.

Note The Web Room Booking date ranges is from mid-November YYYY to mid-November YYYY.

Bookings can be requested and processed for the year ahead on a case by case basis. Decisions will be based upon the UOW Timetable Policy and this guideline. Final processing of these requests will not commence until November (of the current year) to allow for the completion of Summer and Trimester 1 timetables as well as UOW priority bookings.

### 6.2 How to Make a Casual Room Booking Request

Requests for general casual room bookings should to be made in the first instance via the online [Web Room Bookings](#) system.

All casual room booking requests for UOW UniCentre Clubs and Societies are to contact UniLife (Clubs and Societies) via email [unilife@uow.edu.au](mailto:unilife@uow.edu.au) or via phone on (02) 4221 8179.

In the event that you are unable to access Web Room Bookings, you can submit booking requests directly to Timetabling Services via email to [room-bookings@uow.edu.au](mailto:room-bookings@uow.edu.au).

If submitting your request for a one off small event, please follow the template below outlining required booking information:

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

### 6.3 UOW Conferences

If your event is for a conference, please fill in the [Application to Book UOW Teaching Venues](#) form and return to Timetabling Services via [room-bookings@uow.edu.au](mailto:room-bookings@uow.edu.au). More booking information can be found on the [Booking Information](#) Web page.

### 6.4 Weekend Bookings

Weekend bookings for internal UOW events over a four our period or longer will require a submitted [Application to Book UOW Teaching Venues](#).

### 6.5 What is Block Booking or Intensive Venue Use

A block booking is a booking which requires a whole day or over 5 hours.

There are currently four intensive venues situated on the Wollongong campus, 24-G01, 24-G02, 24-G03 and 41-153

- ❖ Classes take precedence over casual bookings
- ❖ Casual bookings for a block of whole days will take precedence over other bookings.
- ❖ PODS bookings will take precedence over short term casual booking requests.
- ❖ Bookings will not generally be accepted on the basis of the same day each week/fortnight/month across multiple weeks.
  - Within reason, these multi week bookings can be made as independent bookings in each desired week, but short term bookings stand the chance of being declined / transferred in any of those weeks.
- ❖ Short term casual bookings will only be accepted on the understanding that;
  - If a request subsequently comes in for a block booking, the shorter booking may need to be moved to a different venue.
  - As much notice will be given to those needing to move.
- ❖ Block bookings made before the start of the year will get first priority.
- ❖ Block bookings may be made at any time
  - But will only be able to push out pre-existing short term bookings if there are suitable venues available for other activities and by approval of the other party.

## 7 Booking Rules

- 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 during the common lunch periods or if the commencement time is after 6:30pm and there is an abundance of common teaching venues available.
- Confirmation of casual booking activities required during session will not be confirmed until weeks 1 and 2 of a session. 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 by Timetabling Services.
- 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 database 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 e.g. a noisy meeting next to a lecture, loud music and/or singing etc impacting surrounding students.
- Bookings must match the appropriateness of the venue configuration.
- Where possible, all casual bookings are to be made via Web Room Bookings.
- Students wishing to book rooms are advised to contact the UniLife, unless deemed to be an external client.
- Students wishing to book rooms for class related activities i.e. presentation practice etc should contact their lecturer or tutor to make a Web Room Booking request on their behalf.

## 8 Booking Etiquette

- ❖ Users are requested to cancel bookings as soon as they are aware that the room will no longer be required, to enable others to access the room.
- ❖ Users may request information about current rooms available for a time-slot, but optional or tentative bookings are not considered. All bookings are treated as firm.

## 9 Innovation Campus Casual Bookings

University of Wollongong staff are able to make requests to book common teaching venues at the Innovation Campus via the [UOW Web Room Bookings system](#).

In the event that you are unable to submit your booking through Web Room Bookings, staff can submit a request via email to Timetabling Services Room Bookings via [room-bookings@uow.edu.au](mailto:room-bookings@uow.edu.au). Email requests should be in the format as outlined in point 6.2 of this document.

### 9.1 Non CTA Innovation Campus bookable venues

Room 233-101 is a meeting room utilised by ANCORS. Any booking requests for this venue should be directed in the first instance to ANCORS; Myree Mitchell ([myree@uow.edu.au](mailto:myree@uow.edu.au)) is the current contact for this venue.

Requests for any other venues on the Innovation Campus should be directed to the iC Servicedesk via [ic-servicedesk@uow.edu.au](mailto:ic-servicedesk@uow.edu.au).

## 9.2 ITAMS Building Opening & Closing Times

The ITAMS Building opens at 8:00 am and closes at 6:00 pm. If you require access to the building after 6:00pm contact the iC Service desk via [ic-servicedesk@uow.edu.au](mailto:ic-servicedesk@uow.edu.au)

## 9.3 Innovation Campus Parking

Parking at iC Campus is very limited and the use of public transport is encouraged.

## 9.4 iC Campus Maps

<http://www.uow.edu.au/content/groups/public/@web/@bg/documents/doc/uow014811.pdf> – Please ensure that attendees are issued with maps prior to attending the campus as there are no information centres present to seek directions from and signage is limited.

## 9.5 Coordination of Events

Ensure that a representative for your event is present on the Innovation Campus site to meet, greet, direct and manage the event at all times. It is the organiser's responsibility to ensure that members of their group stay within the confines of the booked venues and do not roam around campus as this can be disruptive to other staff working at iC and can also pose a significant security risk. Security are present at the Innovation Campus 24 hours a day, 7 days a week.

## 10 Regional & Metropolitan Campus Booking Process

- ❖ Exam Booking Requirements should be processed via Timetabling Services to ensure all required venues are allocated and there are no conflicts with other UOW priority bookings. All bookings should have a booking reference number.
- ❖ Bookings for Orientation, and other major UOW events should be processed centrally via Timetabling Services to ensure all required venues are allocated and there are no conflicts with other UOW priority bookings. All bookings should have a booking reference number.
- ❖ Any major event should be processed via Timetabling Services and will be provided with a booking reference number.
- ❖ South Western Sydney – general casual bookings will be submitted by either campus staff or general UOW staff with correct WRB access. Above applies to all other major bookings.
- ❖ Southern Sydney casual bookings, contact [UOW Southern Sydney Campus](#).
- ❖ Bega casual bookings, contact [UOW Bega Campus](#).
- ❖ Batemans Bay casual bookings, contact [UOW Batemans Bay Campus](#).
- ❖ Shoalhaven casual bookings, contact [UOW Shoalhaven Campus](#).
- ❖ Southern Highlands casual bookings, contact [UOW Southern Highlands Campus](#).
- ❖ Sydney CBD campus casual bookings, contact [Sydney CBD Campus](#).

## 10.1 External Booking Requests

An external booking is a booking made by a person, group, company or organisation not affiliated with the University of Wollongong, this includes UOW staff members or students booking a room for an event not affiliated with the University.

Booking requests can be made at any time, depending on the time of year will depend on process time and availability.

All information in relation to making a room booking can be found at the [UOW Booking Information](#) web page.

All requests received from external clients to utilise common teaching venues should be submitted via [room-bookings@uow.edu.au](mailto:room-bookings@uow.edu.au).

Applications should be received with the following documentation;

- ❖ Signed Conditions of Hire Agreement
- ❖ Proof of Insurance: The Hirer must take out and keep in force for the period in which they are using the University facilities: a) Public Liability Insurance in the amount of not less than \$10 million in respect of each and every occurrence and unlimited in the aggregate for any one period of cover; b) Professional Indemnity Insurance in the amount of not less than \$10 million in respect of each and every occurrence and unlimited in the aggregate for any one period of cover; and c) Adequate workers compensation insurance for employees.
- ❖ Proof of non for profit organisation if applicable.

As per the UOW Conditions of Hire Agreement, the University can at its sole discretion prohibit, cancel or stop without notice any performance, function or activity which is objectionable, dangerous, illegal or detrimental to the reputation of the University. Timetabling Services reserves the right to refer any external booking deemed to require additional support to UOW Aspire Events & Catering. This includes but is not limited to the need for additional audio visual equipment.

## 11 Roles and Responsibilities

- ❖ Timetabling Services (TS) – Responsible for processing/confirming booking requests received via the Web Room Bookings system as well via the room booking email.
- ❖ UOW Staff – Responsible for conveying their casual room booking requests via the appropriate method to TS. 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.
- ❖ Event Organiser – Responsible for ensuring a representative is present on any UOW Campus site to meet, greet, direct and manage the event at all times. It is the organiser's responsibility to ensure that members of their group stay within the confines of the booked venues and do not roam around campus as this can be disruptive to staff and students and can also pose a significant security risk. Security is present at the UOW Wollongong and Innovation Campus 24 hours a day, 7 days a week.
- ❖ UOW Aspire Events – Responsible for liaising with TS for the booking of common teaching venues for conferences and events.
- ❖ UniClubs – Responsible for requesting all UOW Club and Society booking requirements, ensuring clubs are aware of booking rules and suitable use of space. They are also responsible to vet out any booking which is not appropriate for CTA venue use.
- ❖ All users – Responsible for ensuring rooms are left in a neat and tidy condition at the conclusion of the booking.



## 12 Related Documents

- ❖ [Booking information](#)
- ❖ [UOW Timetabling Services](#)
- ❖ [Teaching Spaces & Equipment](#)

## 13 Version Control Table

Version	Release Date	Author/Reviewer	Approved By	Amendment
1	08/05/19	Nikki Bushell – Timetable Coordinator	Nikki Bushell – Timetable Coordinator	New Version incorporating Common Teaching Space Guidelines and Casual Room Booking Guideline