



Student Services Division

Application to Hire UOW Teaching Venues

Internal Clients

- Please refer to the [Guidelines for the Use of UOW Teaching Spaces](#)
- Please email completed form to room_bookings@uow.edu.au

Personal Details

First Name Last Name

Employee ID Mobile No

Faculty

Is this event affiliated with UOW teaching, learning or research?
(If YES please attach documentation) Yes No

Will your event be organised by an external vendor? Yes No

Event Details

To be completed by UOW Staff member

Title & Nature of Function/Event

Event Date Name of Group Organiser for Event

Event Specific Details

Has the Event organiser received and read [UOW Guidelines for the use of Teaching Spaces](#) Yes No

Do you require assistance with the event organisation? Yes No

Is an Admission or Course Fee being charged? Yes No

Alcohol to be sold, supplied or consumed? Yes No

Persons under the age of 18 years in attendance? Yes No

Artwork or posters to be displayed? Yes No

Catering to be provided? Yes No UOW Aspire Independent

Select if there will be: Music Dancing

Will there be any chemicals or dangerous goods at this event? Yes No

TOTAL EXPECTED NUMBER OF ATTENDEES					
REQUIRED CAMPUS	<input type="checkbox"/> Wollongong <input type="checkbox"/> Innovation Campus <input type="checkbox"/> South Western Syd				
Room(s) &/or Room Type(s) Required	No. of people	Start Time	End Time	Specific Day	Specific Dates

CONTACT INFORMATION			
Unit	Email	Phone	Web
Timetabling Services	room_bookings@uow.edu.au	(02) 4221 2183	https://www.uow.edu.au/about/services/book-teaching-facilities/
UOW Security	security-shared@uow.edu.au	(02) 4221 4555	http://www.uow.edu.au/about/security/index.html
UOW Aspire Events	aspire-events@uow.edu.au	(02) 4221 8011	https://www.aspireevents.com.au/index.html

PLEASE NOTE
<ul style="list-style-type: none"> UOW staff or students wishing to book common teaching venues for private events not affiliated with the University of Wollongong will be considered as external bookings and should use the Application to Hire UOW Teaching Venues – External Client Form ensuring a signed Conditions of Hire Agreement and required insurance information is provided. UOW staff may refer to UOW Room Booking Guidelines Any casual room booking activities required during session will not be confirmed until weeks 1 & 2 of the relevant Autumn or Spring session. Tentative bookings are not accepted. Timetabling Services cannot guarantee requested venues will be allocated for your event and will try to ensure similar venues are allocated with consultation. Requests for non-standard audio visual equipment or other non-standard requirements will be passed on to the UOW Aspire Event team.

Conference Approval

If your booking is for a conference or research event, please obtain approval from the relevant Faculty's Associate Dean (Research) or Associate Dean (Education).

Associate Dean (Research OR Education)

Signature