Venue / Room Booking Request

Affiliated Student Groups have on-campus booking access. Allowing Groups to book Theatre rooms, Lecture Rooms, and Outdoor spaces. Student Groups can book classrooms for meetings, outdoor spaces for BBQs or Lecture theatres for guest speakers. Student Groups have access to book at all CDU campus. Venue and Room booking request must get approved by the Student Groups Support Officer, before being sent to ‘room bookings’

## CDU Campus

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The Venue Hire Request Form ([Venue Hire Request Form](https://www.cdu.edu.au/sites/default/files/university-operations/docs/venuehirerequestform.docx)) required to be completed and emailed to Studentgroupssupport@cdu.edu.au. Ensure to include on your email the event title, purpose, format (seminar, workshop, panel, networking, pop up, meeting), expected attendance, catering plans and a range of acceptable dates.

The availability will be reviewed and if approved. It will be passed onto the CDU Room Bookings team for confirmation. Understand that room booking is to be made for the most appropriate rooms. An example is a presentation for 10 people will not be approved for a large lecture hall seating 100 people.

When your event is confirmed, you will receive instructions on arranging access, cleaning protocols and the use of furniture and AV. Failure to comply with these instructions may jeopardise your groups use of rooms in future. Please do not send requests directly to the Room Bookings team in the first instance as all bookings require approval from the Student Groups Support Officer first.

**Lead time required: minimum two (2) weeks prior to the proposed event date**

**Note:**

* **If alcohol is being sold, a liquor license is required.**
* **If security is required, CDU Security must be used and is at an extra cost to the Student Group**
* **If cleaning is required, this is at an extra cost to the Student Group**

## RED 2 Meeting Rooms

Bookings in Red 2 Meeting rooms or Conference room require to be sent via email direct to studentgroupssupport@cdu.edu.au

Please include in your email information about the meeting, proposed date and time. This will be reviewed by the Student Groups Support Officer to ensure there are no other bookings for the same period. You will get a response via email with the confirmation.

**Lead time required: minimum two (2) weeks prior to the proposed event date**