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.

**CDU COVID-19 SAFETY PLAN**

Guide for Completing Checklists

The NT Government has advised **anticipated** dates for activities to commence. Milestone dates are **indicative** only and are dependent upon no community transmission and compliance with the principles.

Charles Darwin University may only accept bookings permitted by confirmed Government milestones. See <https://coronavirus.nt.gov.au/steps-to-restart/roadmap-new-normal> for details.

**Here is what you need to do to book with us:**

1. Complete the NT Government’s online checklist relevant to your organization available at <https://coronavirus.nt.gov.au/steps-to-restart/business>

As these checklists are not specific to hired venues, Charles Darwin University has provided the following guidance for relevant items:

**a) Sport and Active Recreation Organisations checklist**

**i)** *“Have you established separate entry and exit points, including handwashing and sanitising stations?”*

• Multiple entry and exit points and proximity to hand washing facilities will depend on if a suitable venue is available for a given type of activity.

• Soap is provided in washrooms, users must provide their own hand sanitiser.

**ii)** *“Have you established protocols for sanitising shared equipment?”*

• Hirers will be responsible for sanitising equipment in venues, whether supplied by the University or the hirer.

**iii)** *“Can participants, officials, parents and carers sanitise and wash their hands regularly?”*

• Soap is provided in washrooms, users must provide their own hand sanitiser.

• Proximity to hand washing facilities will depend on if a suitable venue is available for a given type of activity.

**iv)** *“Have you increased regular cleaning schedules of common use areas (for example sanitising tables, chairs)?”*

• Cleaning of hire venues occurs each day.

• Hirers may need to supplement this with their own cleaning based on their activity to ensure proper compliance with Government requirements*.*

**v)** *“Signage at venues and facilities?”*

• Hirers will need to provide signage appropriate for the activities to be undertaken and removed at the end of each booking.

• Signage may not be applied to painted surfaces.

• A-frames or poster stands can be hired to assist with signage display requirements.

**b) Community Businesses and Organisations checklist**

**i)** *“Can your staff and customers wash or sanitise their hands regularly?”*

• Soap is provided in washrooms, users must provide their own hand sanitiser.

• Proximity to hand washing facilities will depend on if a suitable venue is available for a given type of activity.

**ii)** *“Have you identified high touch surfaces (for example door handles, service counters) and increased your regular cleaning schedule?”*

• Cleaning of hire venues occurs each day.

• Hirers may need to supplement this with their own cleaning based on their activity to ensure proper compliance with Government requirements*.*

• Hirers will be responsible for sanitising equipment in venues, whether supplied by the University or the hirer.

**iii)** *“Do you have adequate waste management facilities including rubbish bins?”*

• Rubbish bins are available in many hire venues, but it is the responsibility of the hirer to check if arrangements are appropriate for their intended use.

• Additional bins are available for hire if required.

**2.** Once submitted, a copy of your Safety Plan Checklist summary will be issued to you via email by NT Government. Submit this along with your Venue Hire Request Form to [studentgroupsupport@cdu.edu.au](mailto:studentgroupsupport@cdu.edu.au).

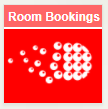
**3.** A venue hire representative will review the checklist to ensure it complies with the regulations and that the space is suitable. You will be advised if changes are needed.

**4.** If the booking request is approved your booking will be processed and an Event Confirmation emailed to you.

**CDU Campus**

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The Venue Hire Request required to be completed via the ‘Room Bookings’ App in the CDU Portal.



All bookings are required to be approved by CDU Property and Facilities AND Student Group Support Office to ensure compliance with COVID-19 requirements and support the safety of every member of the University community.

Some key requirements to consider when selecting a space for your bookings;

* Consider that indoor gatherings must allow for physical distancing of 1.5 metres between people and limit close contact between individuals to under 15 minutes.
* Ensure your booking has a bugger of at least 15 minutes after your event is over to minimize contact with subsequent bookings in that space.
* Due to the approval requirements, requests for bookings must be made 24 hours in advance of your intended booking time.

For more information on CDU’s response to COVID-19 and how you can stay well, visit <https://www.cdu.edu.au/news/coronavirus-updates>

Ensure all areas of the form is filled out and clearly indicate the name of the Student Group this booking is being made on behalf of.

The availability will be reviewed and if approved. The booking will be sent direct to CDU Room Bookings team for confirmation and forwarded through to Student Groups Office for final approval. 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 note if your booking has more than 100 guests/ attendees, you are required to complete the NT Gov COVID-19 checklist for each event with over 100 people.

**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**

## REOCCURRING BOOKING

For any booking that is reoccurring (example: booking the Red 2 basketball court every Tuesday between March to November) please complete the booking in the same manner as above. Please complete via the ‘Room Bookings’ App. There is a ‘reoccurring’ tab which will allow you to enter your booking for a period of time.

**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](mailto: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**