

Room Booking Application – Staff and Students
PLEASE NOTE:

- Applications will be considered in line with the Government and University's policies on COVID-19 regulations/restrictions, that may be in place at the time of your request.
- Confirmed bookings are subject to change at any time, depending on the COVID-19 regulations/restrictions that may be in place at the time of your booking.

The following [COVID-19 Safety Checklist](#) must be adhered to when booking a Murdoch University venue:

1. Carefully manage shared spaces to ensure physical distancing in accordance with the latest Government guidance **YES/NO**
2. Comply with the patron capacity of the venue **YES/NO**
3. Ensure appropriate hygiene protocols and practices are in place **YES/NO**
4. Adhere to any further [COVID-19 risk management requirements advised by the WA Government](#) for gatherings **YES/NO**

1. Booking Details			
Booking Name:			
Booking Date:			
Booking Start/Finish Time:			
Venue Requested:			
Booking Description:	Study Session	Meeting	
	Other (please specify details):		
Guild Groups:	Is this booking for a student group registered with the Guild?		Yes No
	Guild Group Name:		
2. Applicant Details			
Applicant Name:			
Are you Staff or Student?	Staff	Student	
Staff / Student Number:			
Applicant Address:			
Contact Number:			
Email Address:			
Who will be attending the Booking?	Staff	Student	External
Estimated Attendance:			
Will there be any Guest Speakers?	<i>If Yes, please supply details</i>		
3. Permission			
Has the availability of the venue been confirmed with the relevant authority?	Space and Timetabling	Nexus Theatre	Other
Has permission been obtained from the relevant School or Division to have the function in the venue?	Yes No NA <i>If Yes, please provide letter of confirmation of permission from relevant School Manager/School Dean</i>		

4. Entertainment		
Raffle or Lottery	Please note that raffles, lotteries and gambling activities must not be conducted on campus - as per General Conditions of Venue Hire section 2(f)	
5. Provision of Food and Beverages		
Is food being provided?	Yes	No
If Yes, what type?		
Is there a charge?	Yes	No
Are there non-alcoholic beverages?	Yes	No
Is there a charge?	Yes	No
Are there alcoholic beverages?	Yes	No
<i>If Yes, an Event Application Form will need to be completed</i>		

Acknowledgement of Murdoch University Venue Hire	
<i>I confirm that I have read and understand the terms and conditions of the Murdoch University Venue Hire and do hereby agree to abide by the said terms and conditions. I also confirm that as the organiser of the function, I take on all liability and responsibility for the conduct of the function.</i>	
Name:	Signature:
Date:	

Space and Timetabling Office

 Email: roombook@murdoch.edu.au Phone: 9360 7564 or 9360 7810