



POLICY

Policy Title: Miscellaneous Room Bookings

Policy Owner: Manager, Campus Operations and Resources

Keywords: 1) Internal 2) Miscellaneous Bookings 3) Meeting Rooms

Policy Code: PL106 [fs011]

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1. INTENT

To identify the different categories of room bookings available within the University and to define the policy requirements in respect of miscellaneous room bookings.

2. ORGANISATIONAL SCOPE

This policy applies to all University staff and students who have a requirement from time to time to book rooms or other facilities on University Campuses. The policy relates to the internal booking of facilities and does not cover hire to external parties.

3. DEFINITIONS

TERM	DEFINITION
Miscellaneous Booking	A single or series of room bookings required for a meeting or other ad hoc use outside of the University academic program.
Core Academic Program	All planned tutorials, classes and activities directly associated with ECU's core business.
CSO	Campus Support Office.

ECUSIS	ECU's internal Meeting Room Booking System.
Multi Faith Room	A room allocated for the purpose of worship by any ECU student or staff religious group.
Mussalah	A room allocated for the purpose of worship by students and staff of Islamic Faith.

4. POLICY CONTENT

- 4.1 This policy applies to all room bookings outside the University's Core Academic Program and seeks to maximise the utilisation of University facilities.
- 4.2 Policies and Work Instructions relating to miscellaneous bookings of University Facilities are administered by the CSO.
- 4.3 Rooms used to facilitate the Core Academic Program are booked through the University's Timetabling System and take priority over miscellaneous booking requirements.
- 4.4 Miscellaneous room bookings when required are to facilitate normal University business outside the Core Academic Program including: staff meetings, seminars, training programs, student use for assignments, Student Guild activities, enrolments and general teaching requirements as identified.
- 4.5 Certain specialist areas are utilised predominantly by various Faculties, Schools and Centres. The rooms listed below fall within this category and may only be booked subject to the approval of the relevant area:
- Computer Laboratories
 - Science Laboratories
 - Performance and Dance Studios
 - Photography Laboratories
 - Manual Arts Workshops and Studios.
- 4.6 The University has rooms that are allocated as Meeting Rooms. Staff can make bookings for these facilities through ECUSIS. These rooms fall into the following categories:
- University Council Rooms
 - Conference Rooms
 - General Meeting Rooms
 - Outdoor areas as listed within ECUSIS.
- 4.7 The CSO on each campus is responsible for the management of bookings in respect of rooms required for religious purposes;
- A Multi Faith Room is available for use free of charge by all religious groups on campus.
 - Whilst religious groups have priority over the use of this facility, it can be used by others as a general facility if the need arises.

- The Mussalah is for use by the Islamic Group only and is not available for use by others.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

The Manager, Campus Operations and Resources has overall responsibility for the content of this policy and its operation in ECU.

The Manager Quality and Service Delivery has the overall responsibility to ensure that the administration and operational processes and procedures are managed as per the established Policy.

6. RELATED DOCUMENTS:

The policy is supported by the following:

- Facilities Hire Policy
- Functions on Campus Policy
- Timetabling and Room Allocation Policy
- 2.3.3.15 Miscellaneous Room Bookings Work Instruction

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

Policy Approved by:	Facilities and Services Directorate Management Group Vice- Chancellor
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