

**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)**

- [Intent](#)
- [Organisational Scope](#)
- [Definitions](#)
- [Policy Content](#)
- [Accountabilities and Responsibilities](#)
- [Related Documents](#)
- [Contact Information](#)
- [Approval History](#)

**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 room bookings 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 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.
- 4.5 Certain specialist areas are utilised predominantly by various 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, others can use it as a general facility if the need arises.
  - The Mussalah is for use by the Islamic members of the ECU community only and is not available for use by others.

#### 5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the below listed positions have the following accountabilities:

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:

Policy Owner	Manager, Campus Operations and Resources
All Enquiries Contact:	Manager Quality and Service Delivery
Telephone:	08 9370 6534 (ML) 08 6304 5586 (JO)
Email address:	<a href="mailto:k.gilmore@ecu.edu.au">k.gilmore@ecu.edu.au</a>

## 8. APPROVAL HISTORY

Policy Approved by:	Facilities and Services Directorate Management Group Vice- Chancellor
Date Policy First Approved:	15 July 2010 (Vice-Chancellor)
Date last modified:	June 2018
Revision History:	May-03 : Jan-06 : Oct-08 : Apr-10: Mar-12: Apr- 15: Apr 2018
Next Revision Due:	April 2021
TRIM File Reference	SUB/4523-2