

## 23. Location and Equipment Bookings

There are plenty of spaces on campus available to book as an Arc Affiliated Club. These include: Arc Spaces, Roundhouse, CATS Rooms and Outdoor Spaces. We also have resources and equipment to loan.

### Arc Spaces

Arc has several spaces available for Clubs to hire. Hirers may not use the Arc Rooms for direct financial gain, including conducting music lessons, however Clubs using the rooms for rehearsals may pay fees to external parties such as conductors.

### Arc Offices

Room Location	Room	Booked Through	Availability in Session	Capacity
Arc Offices	Dance Studio	Arc Reception	Mon-Fri 9:30am-5pm	15
(Basser College)	Music Room 1 (lrg)	(Basser College)		5
	Music Room 2 (sml)			2

To ensure all clubs get a fair amount of access to the Arc Rooms (the music rooms and dance studio), clubs will only be able to book two-hour blocks at a time. If a particular day is extremely busy, clubs may be limited to booking two hours for the entire day. Per week, each club may book up to 5 hours maximum.

Depending on availability, Arc Clubs Staff may be able to extend this cap on a case-by-case basis.

## How to Book an Arc Space

Bookings can be submitted by Clubs via the Clubs Forms & Files page.

Booking applications must be submitted at least seven (7) days in advance of your event. Applications that fail to adhere to this requirement may be considered depending on availability, but notification of the application outcome may not be sent until the day before the event.

Your application will be assessed by Arc Clubs staff and (depending on your affiliation status) will be sent through for final processing. You will receive an email confirmation from Arc Staff. If you have not received a confirmation email, then you do not have the booking. Make sure to check your junk mail inbox as well for confirmation emails.

## **Roundhouse**

The Roundhouse is the home of student life on campus. It's the best place to make new friends, meet up with your mates, down a drink and get down on the dancefloor.

Clubs can access free hire for up to 5 hours a week during session only (i.e. Weeks 1-10, no exam period or term breaks). If you club want to go beyond 5 hours or book outside of session, you are eligible to receive room hire at a discounted rate.

Roundhouse Bookings are only available to Arc-affiliated Clubs (not individual Arc members or students, unless booking for an IGM). Small room bookings cannot be confirmed more than 6 weeks in advance

While all age events may be permitted if pre-arrange, no persons under the age of 18 are to be in the venue after 5pm. You will need to discuss alternative arrangements with venue staff and these will be assessed on a case-by-case basis.

Location	Spaces	Booked Through	Availability	Capacity	Arc Member Disc. rate
Roundhouse	Room 1 <small>(currently unavailable)</small>	Venue	9AM – 9PM During term	70	\$64 per hour
	Room 2			70	\$64 per hour
	Room 3			70	\$64 per hour
	Room 4			90	\$72 per hour
	Room 5		120	\$80 per hour	
	Room 6		140	\$96 per hour	
	Room 7		70	\$64 per hour	
	Room 8		70	\$64 per hour	

\*Prices may vary depending on combined room hire or other factors

The Roundhouse also hires out the Main Room and Club Bar for large scale events. These events require a detailed written proposal from your Club submitted to the Roundhouse for consideration and most likely will incur a cost. If your event has been approved, Roundhouse Event staff will meet with you to assist in planning and co-ordinating details for your event.

### Roundhouse Catering

The Roundhouse also offers catering options for functions held in The Roundhouse. These must be booked at least five (5) days in advance, depending on availability. All beverages including juice and soft drinks can also be ordered in advanced. Booking catering can be done by contacting [venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au)

In order to comply with food safety regulations, **Clubs are not allowed to bring in any external food** in to any Roundhouse or Arc Rooms (other than light snacks such as chips or lollies). This includes any hot foods that have been purchased outside of The Roundhouse. Breaching these rules may lead to removal from the venue by security and your club could potentially be banned from further bookings at The Roundhouse.

You can find out more information about booking the venue and catering options in the Student Information Pack available on the Roundhouse website.

To adhere to Liquor Licensing no external drinks of any kind can be brought into The Roundhouse. If you require beverage service, please make this known in your room application so they can process accordingly.

## **Room Bookings – UNSW (CATS Rooms)**

There are over 250 Centrally Allocated Teaching Spaces (CATS) on campus and many are available for Clubs to use. Major theatres such as the Science Theatre will incur a cost to hire, but most classrooms and many smaller theatres are available for Clubs to use free of charge. The [UNSW Learning Environments Webpage](#) provides details of CATS rooms on campus.

### **How to book a CATS Space**

Club executives (or a subcommittee member acting on their behalf) can submit booking requests for their Club. To book a CATS Room space, use the Indoor Booking Form on SpArc.

1. Booking applications must be submitted at least seven (7) days in advance of your event. Applications that fail to adhere to this requirement are automatically denied.
2. Your application will be assessed by Arc Clubs staff before being sent on to UNSW Timetabling for allocation.
3. You will receive an email with a confirmation slip from UNSW Timetabling. If you have not received a confirmation slip, then you do not have a booking. During busy periods such as start of Term, you may receive the confirmation up to a few days prior to the start of your event.

Be aware that Clubs cannot transfer or book on behalf of any other student organisation or third party, including event sponsors. Additionally, any event that is promoting an external organisation is required to pay for venue hire. Any Club that breaches this condition will have all booking privileges withdrawn.

Ensure that you leave the room as you found it. Food and beverages are not permitted inside any CATS Rooms.

All Clubs are expected to adhere to CATS Booking Terms and Conditions. Any breaches to those rules may result in your Club's access to bookings being revoked.

## Outdoor Spaces

The following Outdoor Spaces are available to be booked by Clubs:

Type	Location	Location Information	Map Reference	Built-in BBQ
BBQ	Michael Birt Lawn (D25)	Outside the Lowy Cancer Research Centre	D25	
BBQ	Library Lawn Gravel Area (E21)	On the front corner of the Library Lawn Near the Morven Brown Building	E21	Y
BBQ	Morven Brown Lawn (C20)	Courtyard inside the Morven Brown Building	C20	
BBQ	Commerce Courtyard (E20)	Courtyard area outside the CLB	E20	
BBQ	Ball Sculpture Lawn (H17)	On the main walkway	H17	
BBQ	Chancellor's Garden (Fountain OMB - J15)	Formerly the 'Naked Lady Lawn', between the Old Main Building and The Red Centre	J15	Y
BBQ	Physics Courtyard (Graham Russell – K15)	Eight beside the Chancellor's Garden	K15	
BBQ	Science Square (G13)	Grassy area in front of the Science Theatre	G13	
BBQ	Alumni Park (D12)	Along College Road, grassy area next to UNSW Hall	D12	
BBQ	Sam Cracknell Barbeque (H8)	BBQ next to the Sam Cracknell Pavilion (*booking	H8	Y

		the BBQ does not allow you to use the Village Green or Sam Cracknell Pavilion. You must contact Arc directly for those areas.		
BBQ	Goldstein Courtyard (B16)		B16	
Info Table	Quadrangle Colonnade	Outside the WH Smith located near the Quad. No food or beverages can be given away or sold at this location. This includes Bake Sales		
Info Table	Library Walkway Table			

**Note: We are not able to provide portable BBQs for Clubs to use on campus. Clubs will be able to bring and use their own equipment, as long as they specify this when booking the location.**

### How to Book an Outdoor Space

There are four types of Outdoor Event classifications: Barbeques, Information Tables, Lawn/Outdoor Area and Special Functions. Locations that have in-built BBQs can be used by Clubs (see table above). If you want to bring your own (gas) BBQ, this is permitted but must be included when completing the booking form.

Bookings for any of these events must be done through SpArc. Any unapproved functions on campus will be cancelled and the participants asked to leave. All of the required documents will need to be uploaded submitted via the form before it can be processed.

Bookings must be placed either:

1. For BBQs, Lawn/Outdoor Areas and Information tables: at least fourteen (14) days in advance of the event.
2. For Special functions: at least thirty (30) days before the event.

Your application will be assessed by Arc Clubs staff before being sent on to UNSW Estate Management for allocation. You will receive an email confirmation from UNSW Estate Management if your booking is approved. If you have not received a confirmation email, then you do not have the booking. Please allow for at least five (5) working days for your confirmation email before contacting Arc staff about the status of your booking.

If you require table for your event, after you receive your confirmation, you will need to submit the [Arc Clubs Resources Booking Form](#) to secure a resource.

If you are submitting an application for a **Special Function** (Festivals, Bands, Charity Drives, Displays and Promotional Events etc), you must prepare the following documentation:

A timeline of all activities.

1. A completed [Risk Management Form](#).
2. If alcohol is being sold at the function, then a liquor license must be obtained.
3. A list of organisers' phone numbers and email addresses.
4. If marquees, barriers, or stalls are required, a mud map of the layout and bump-in/ bump-out times.
5. Read the Food Safety Guidelines.

Clubs should also be aware that their event may require UNSW Safe Return approval and must submit additional information, including safety precautions or COVID-19 Management prior to receiving approval for their event. Clubs should refer to the COVID-19 Return to Campus guidelines available on the Clubs Files & Forms page.

## Equipment Bookings

The following resources are available to hire for Clubs use only:

Resource	Description	No.  Available	Location*	Deposit/Cost  **
Projector Screen		2	Arc Reception (1) Sam Cracknell Office (1)	\$50 Deposit
Portable Speaker	Input options: RCA, 3.5mm, SD Card, USB, FM Radio, TRS, XLR, Bluetooth	4	Arc Reception (2) Same Cracknell Office (2)	\$50 Deposit
Trestle Table		10	Arc Reception (10)	\$50 Deposit
Chair		8	Arc Reception (8)	\$50 Deposit
Hot Water Urn	10 L Capacity, for water only. Do not make coffee/tea with the urn.	2	Arc Reception (2)	\$50 Deposit
Generic Arc Banner		2	Arc Reception	\$50 Deposit



## How to Book Resources

It is recommended that all bookings for resources be made as far in advance as possible to ensure that your request can be accommodated. All bookings applications are made online only through the Arc online platform.

Booking applications can only be submitted by Club Executives, but you can specify another Club member that will be responsible for the resource on the day (i.e. collecting the resource, paying the bond and returning the resource in a timely manner).

1. Applications must be submitted at least seven (7) days in advance of your event. Those that fail to adhere to this requirement may be considered depending on availability, but notification of the application outcome may not be sent until the day before the event.
2. Your application will be assessed by Arc Clubs staff and (depending on your affiliation status) will be sent through for final processing.
3. You will receive an email confirmation from Arc Reception regarding your booking. If you have not received a confirmation email, then you do not have the booking.

Resources are to be picked up from the Arc Reception Office (Basser College, Level 2). When arriving to pick up your resource from either location you will need to:

1. Pay the cash deposit (\$50) or leave a Bank Card
2. Provide your student I.D. card as bond

These will be returned once the resource is returned. All equipment must be returned to the same location as the pickup. You may specify a preferred pickup location, but this will be subject to the availability of the resource at that location.

Please note that when booking an Outdoor Location (see above) this does not constitute a booking for a trestle table. You need to submit two forms in that instance – one for the space, and one for your desired resource.

## FAQs

### **Do I have to pay to hire equipment?**

A deposit and student ID is required on the pick-up of the resource(s) these will be returned once the resource is returned). This equipment booked by a Club must be for Club use and not given to another group or individual to use for their own activities.

### **Can I hire equipment outside office hours?**

Equipment available from Arc Reception can be used out of hours, but you must pick up and return equipment during office hours and have somewhere safe to keep everything in the meantime. You will need to specify a date and time by which you will return the equipment, so that we can make bookings for other Clubs to use the equipment.

### **Do I have to pay to hire locations?**

Generally speaking, as long as your event is a Club event that is mainly attended by students, then you will not have to pay a hire fee. Some commercial venues on campus do incur a fee, however Clubs will usually have access to a student rate. If you have any questions, please contact the Arc Clubs team.

### **How can I check availability before submitting an online booking form?**

For the Dance Studio and Music Rooms, please visit or email Arc Reception (reception@arc.unsw.edu.au) about availabilities. For Roundhouse availabilities, contact venue@arc.unsw.edu.au to discuss your event.

Clubs should submit a CATS Room (Indoor) and Outdoor booking form with your preferred date, time and location, and include alternative options in your booking application that they can consider if your first choice is unavailable.

### **Can I hire a portable BBQ?**

Arc are not able to hire out portable BBQs for Clubs to use on campus. Clubs will be able to bring and use their own equipment, as long as they specify this when booking the location.

### **Can I book the Roundhouse rooms as an individual student?**

Arc Members will be charged a discounted student rate for room hire within the Roundhouse.

**Can I book the Roundhouse for larger scale events?**

Clubs must submit their booking form with as much detail about your event as possible. A Roundhouse events member will be in touch to discuss your event.

**How many hours can I book the Arc Music and Dance rooms per week?**

Clubs Bookings for Arc Music and Dance Rooms are limited to five (5) hours per Club per week. Depending on availability, Arc Clubs Staff may be able to extend this cap on a case-by-case basis.

**Can I use the Arc Music and Dance rooms to hold lessons and classes?**

Hirers may not use the Arc Rooms for direct financial gain, including conducting music lessons, however Clubs using the rooms for rehearsals may pay fees to external parties such as conductors.

**When are the Arc offices available for room bookings?**

Arc Reception is open 9am-5pm, Monday-Friday, during term. The Club Space is open 10am-4pm.

**When are the Roundhouse rooms available for bookings?**

9am-9pm, Monday-Friday (during term).

**Can I book an Arc Room without being a member of the Club Executive?**

No, only Club Executives can book on behalf of the Club.

**How much prior to my event should I make my booking application?**

Arc rooms, the Roundhouse and CATS room booking requests must be submitted with at least 7 days of notice, whereas Outdoor bookings require a minimum of 14 days of notice.

**Can the Roundhouse provide catering options for my event?**

Yes, you must contact the Roundhouse Venue team to discuss your options.

**Can I provide my own food for my event held in The Roundhouse?**

No external food is allowed to any Roundhouse or Arc rooms. Please see information about those rooms above, including catering information.

**Can I book a CATS room in the university term break, on the weekend or at night?**

Yes, the standard room booking procedure applies.

### Can I book a CATS room for a sponsored event?

This will depend on the specifics of the event and the sponsorship agreement. Contact the UNSW Scheduling team in advance for more information ([timetabling@unsw.edu.au](mailto:timetabling@unsw.edu.au)). In some cases, a venue hire fee may apply.

### When booking an information table at the library (e.g. for a bake sale), is the table included in the booking?

No, Clubs will need to book equipment separately. You can find the bookings form on the Clubs Forms & Files page.

### How can I book the Village Green?

The Village Green is currently under construction into late 2022. It will not be bookable by clubs. You can find other sporting facilities here: [arc.unsw.edu.au/play/facilities](http://arc.unsw.edu.au/play/facilities)

### Can I book Sports equipment?

Please email [sports@arc.unsw.edu.au](mailto:sports@arc.unsw.edu.au) with plenty of notice and the Sports team will review your request on a case-by-case basis.

Need Help?			
Call Us	Email Us	Visit us	Office Hours
02 9065 0930 <i>(during office hours)</i>	<a href="mailto:clubs@arc.unsw.edu.au">clubs@arc.unsw.edu.au</a>	Level 2, Basser College <i>(just off the Basser steps past the Quadrangle)</i>	<b>During Term:</b> 10am - 4pm  <b>Outside Term:</b> By appointment only
<b>Files and Forms:</b> <a href="http://www.arc.unsw.edu.au/clubforms">www.arc.unsw.edu.au/clubforms</a>		<b>Clubs Handbook:</b> <a href="http://www.arc.unsw.edu.au/clubs/clubshandbook">www.arc.unsw.edu.au/clubs/clubshandbook</a>	