

## University Union Common Space booking conditions and FAQs

### Booking and timelines

- Applications for room bookings will not be considered until the attached application is **fully** completed
- Please ensure **only one person** from your organisation is to do all the liaising with us about your application
- Booking enquiries within 10 working days of the requested date may not be approved
- Your booking is for the stipulated times in your application, please make sure you adhere to these times

### Room set up, requirements & AV

- All spaces are to be left as you found them, all furniture to be put back how you found it and rubbish and posters removed – note you will need to bring your own clean up supplies
- We will put up a “Private event” sign but it is your responsibility to ask students to leave the space at the start of your booking time
- No tape, nails or permanent fixtures are to be used on the walls. Bluetac only
- No helium balloons, glitter or confetti
- Events and pack out need to finish no later than 10pm - building doors lock at 10pm
- No loud noise is permitted between 8am and 5pm, including sound checks
- The projector and up to two microphones are available in the Union Common Room ONLY, our building Duty Manager will supply these, but it will be your responsibility to manage the AV during the event. Please note, you will need to bring your own HDMI and AUX cords. There are AV set up instructions on the wall beside the AV cabinet.
- We do not supply any extension cords or multiboxes. If you are using these they must be taped down, to avoid becoming a trip hazard.
- The Union Common Room includes 24 round wooden tables 800mm wide, and 72 black chairs, 19 soft seats and 5 800mm wide round black tables
- The Union Hall, has no AV and does not include any furniture

### Food and Beverage

- No alcohol is permitted
- External caterers are not permitted on Campus. If you want to order catering please contact [catering@otago.ac.nz](mailto:catering@otago.ac.nz) or order through [expresscatering.ac.nz](http://expresscatering.ac.nz)
- No food is to be sold
- No food is to be cooked inside

### Health and Safety

- Fire exits must remain clear at all times
- The Universities Emergency contact is Campus Watch, contact them on 0800 479 500
- All contractors must have done a health and safety briefing prior to being onsite. This can be done by contacting [hsa@otago.ac.nz](mailto:hsa@otago.ac.nz)
- You must bring your own first aid kit
- The Defibrillator is located in the ISB Link, East Lane
- The university do not accept any financial risk or take any responsibility for any loss or damage or equipment bought in

- The building Duty Manager controls the right to cancel your event if you do not adhere to the above conditions
- A building Duty Manager **may** be available to assist you after 4pm on weekdays, contact is 021 479 113

### Frequently asked questions

**1. Is there spare furniture I can use?**

There is no spare furniture available to use for these events. If you would like to rent any chairs or tables there will be a cost incurred.

**2. Can someone meet me to do an AV check at the start of my event?**

We may be able to help you set up the projector and microphone for your event. Please organise a time with us via email to do an AV check as our building Duty Manager may not be available at the time your event begins.

**3. Can I pack in the night before?**

Please ensure that when you fill in the form you include pack in and pack out times including asking for the night before. We will not always be able to confirm pack ins the night before due to other events.

**4. Can we bring snacks in?**

You are welcome to bring in some supermarket snacks, but no formally prepared food from an external caterer.

**5. How do I get the room unlocked?**

The building Duty Manager will unlock the room for you, before your arrival and lock it up once you leave

**6. Is there a step ladder or ladder that you can supply?**

Unfortunately we cannot supply a ladder to you. If you chose to bring your own ladder you will need to do a health and safety induction through [hsa@otago.ac.nz](mailto:hsa@otago.ac.nz)

**7. Can I move furniture from the Union Common Room to the Union Hall?**

If you have booked both of the spaces then you can move the furniture from one space to the other. However you will need to ensure that it is all moved back how you found it.

**8. Do you rent out Poster Boards?**

No we do not have poster boards available for rent. You can contact property services for renting poster boards.

**9. Do you rent out additional furniture?**

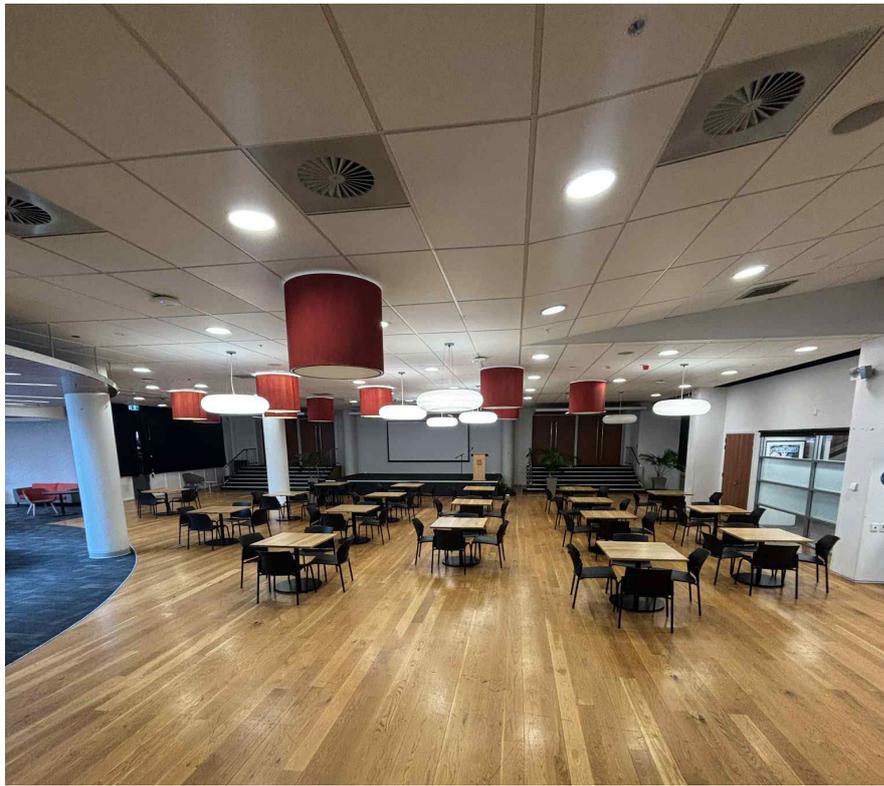
Yes we can rent out additional tables, linen, crockery etc. Please ask us for a quote with specific equipment you would like to hire.

Unfortunately we do not have spare chairs to rent, timetables has some exam chairs they can rent out you can contact [timetables@otago.ac.nz](mailto:timetables@otago.ac.nz) to enquire about chairs.

**10. Where is the fire Evacuation Point?**

The Union Lawn is the fire evacuation point for the Union Hall and Union Common Room.

### Union Common Room



**Union Hall**

