



Terms of Use

Research School of Social Science (RSSS) Building spaces

This document outlines the terms of use for the booking of any spaces in the RSSS Building #146. These spaces include the auditorium, the lectorial rooms, the foyer, and the meeting and seminar rooms.

Functions on campus

All bookings requested require an assessment of whether a Functions on Campus e-form needs to be submitted to ANU Facilities and Services division. The submission of this form is the responsibility of the person requesting the booking and may be requested to confirm the booking. Up to date information on the Functions on Campus e-form can be found [here](#).

Bookings

Due to high demand of spaces, recurring bookings will only be made for the duration of one semester, as opposed to a whole year.

The RSSS auditorium and the lecture rooms are centrally timetabled and are therefore subject to ANU Central Timetabling requirements. We cannot provide any guarantee for your booking as Timetabling has priority over ad-hoc room bookings during teaching periods.

If you have an existing booking, changes must be communicated to and confirmed by the RSSS team no less than 48 hours prior to the booking commencement. There is no guarantee your change can be accommodated.

Noise notice

All meeting rooms in the RSSS Building are located near professional working areas. As a courtesy to ensure minimal intrusion on nearby professional offices, noise should be kept to a minimum. In particular, conversations outside of meeting rooms are to be avoided. Please close the meeting room door at the commencement of your meeting to avoid disruption of the nearby office staff.

Catering

You are welcome to arrange catering if required for your booking. Please be mindful of current Functions on Campus [guidelines](#) when planning your function, and factor time into your booking request to receive catering and clean the room at the conclusion of your function.

1. We are unable to organise catering on your behalf, assist with set-up, or clean-up. Please be available to receive catering at the commencement of your booking and organise with caterers to collect crockery and excess food at the conclusion of your function.
2. You will need to make arrangements regarding collection of caterers' supplies. If your meeting concludes at or after 6:00 pm, all food and dishes, etc. supplied by the caterer must be packed up and placed neatly on the large island bench in the kitchen on the respective floor your booking is on, ready for collection the following morning. Tip out milk in and rinse the jugs that will not be stored in the fridge or be safe for future use.
3. Crockery is not provided; this includes water jugs, glasses, and cutlery.
4. Functions on Campus team are available to assist you through the FoC application process, they can be contacted on 02 6125 4000

Please remember the kitchens are common areas for occupants of the building

Cleaning

It is your responsibility to ensure the booked space is left in the condition it was found. This is a clean and tidy condition, with all furniture returned to their original places, in preparation for other bookings. You should be present at the conclusion of the booking, or elect an attendee to ensure that the room is left neat and tidy.

Sponges and Viraclean are supplied in each room, and it is your responsibility to wipe the tables at the conclusion of your booking.

If there is rubbish left in the room or cleaning is required, you may be liable for a cleaning charge.

Administrative Support

The RSSS administrative staff are unable to provide any administrative support for external events held in the RSSS Building. This includes, but is not limited to, IT support, catering, cleaning, printing and photocopying.

Moving furniture

Moving or rearranging the tables in the lectorials and meeting rooms is **strictly prohibited**. The tables are locked together and positioned to enable comfortable seating and optimal use of space. Tables in our meeting rooms are easily damaged when moved. As such, those who move the furniture will be prohibited from future bookings and may be liable to reimburse the RSSS Directorate for damaged property.

Audio-visual equipment

If you are using AV equipment, we advise that you request additional time, at least fifteen minutes prior to the commencement of your function, or on a day or two prior, to familiarise yourself with what is available in the room.

After-hours access

Please note the main doors to the RSSS building open at 8:00 am and close at 6.00 pm (Monday to Thursday) , and until 5.00pm on a Friday, unless after-hours access is requested prior to the function. If your event is taking place on a weekend you will need to monitor entry into the building.

If you need assistance with after-hours access issues on the day, ANU Security's number is 6125 2249.

Important building Information

The AED (Automated External Defibrillator) in the RSSS Building is located on Level 1 near the kitchen island, towards the bathrooms, on the wall.

An AED is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

First aid kits are a white box with a green cross and located on a pillar on every floor near the kitchens.

Emergency Procedure

Event conveners are required to give a brief presentation on RSSS Emergency Procedures at the beginning of the session. This involves:

- Pointing out the closest emergency exits
- The sounding of the emergency alarm and listening to announcements made over the PA system and instructions from the fire wardens
- The assembly area being the grassed area towards Chifley Library.

If the event is after hours, fire wardens will not be in attendance. Participants will need to independently determine the location of the emergency exits, and follow the directions of event organisers or host.