

KIRKWOOD & DOVEDALE VILLAGE, KARL POPPER  
**UCSA MEETING BOOKING REQUEST FORM**



Please note this booking form can only be used for MEETINGS ONLY. A meeting must be: a maximum of 2 hours long, and involve no food.

**CLUB DETAILS**

<i>Club</i>			
<i>Name of contact person</i>			
<i>Mobile</i>			
<i>Email</i>			

**MEETING INFORMATION**

<i>Date</i>			
<i>Preferred Venue</i>			
<i>Set up &amp; pack out time</i>		<i>Start &amp; finish time</i>	
<i>Please describe your meeting:</i>			
<i>Purpose of meeting:</i>			
<i>Attendance</i>	<i># students</i> _____	<i># non-students</i> _____	<i>Total #</i> _____

**HEALTH & SAFETY**

Health and safety regulations require you to appoint a **Room Warden** for the duration of your booking. This person must be a current student or staff member, who will be present during the entire duration of your booking and ensure the evacuation procedures are communicated, and carried out in the event of an emergency. The emergency procedures are outlined on the following page. Please provide details of your designated Room Warden below.

<i>First person</i>		<i>Last Name</i>	
<i>Mobile</i>			
<i>Email</i>			

**Declaration:** I have read and understand the emergency procedures provided, and my role as Room Warden for the booking outlined above.

<i>Signature</i>		<i>Date</i>	
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Please return this form to UCSA Reception [reception@ucsa.org.nz](mailto:reception@ucsa.org.nz)

NB: Please remember to submit an equipment booking form if you wish to hire any UCSA equipment.

## **Terms & Conditions**

**Who can request a booking?** All UCSA affiliated clubs/societies can request a booking.

**Can food and beverages be consumed in these venues?** Consumption of any food &/or drink, including alcohol is not permitted.

**Do we need to clean the venue after our event?** The room must be left in a tidy condition, please ensure all rubbish is picked up and put into the recycling bins supplied outside, external equipment is removed from the room & furniture configuration is correct.

**Can we change the furniture configuration?** Yes, HOWEVER all furniture must be moved back to the original configuration, as outlined on the diagram provided in each room (located on the back of the door). Please allow time to do this before you leave the room. Please remember all exits/entries must remain clear at all times.

**We have received an official warning from UC regarding our booking, what does this mean?** The room booking system will work on a three strike policy. Once your club has received three official complaints your ability to book the space will be compromised. You will have the right to respond to any complaint made, however the final decision will be at the discretion of UC Security. Examples of situations where complaints are likely include; leaving the room untidy, hosting unauthorised activities, not having a Room Warden present during your booking...etc.

**Is there a curfew?** All activities must cease by 10.00pm unless prior permission given by UC Security.

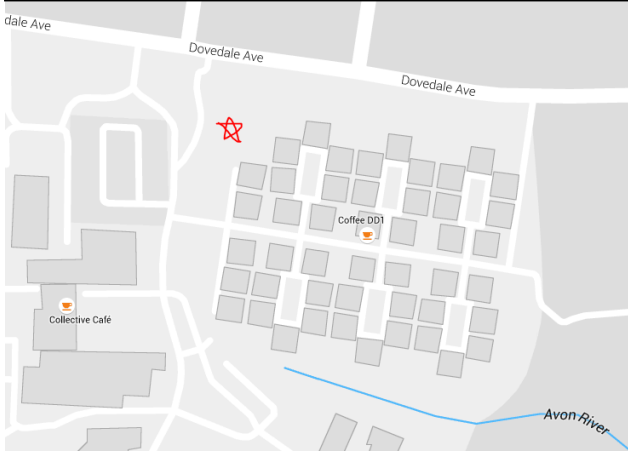
**Can we invite the public to our events held in this venue?** If you intend to include or invite members of the public you need to seek approval from UC via an Event Notification Form. Please see your UCSA Club Rep for more details.

### **Emergency Evacuation Polices & Procedures: Room Wardens**

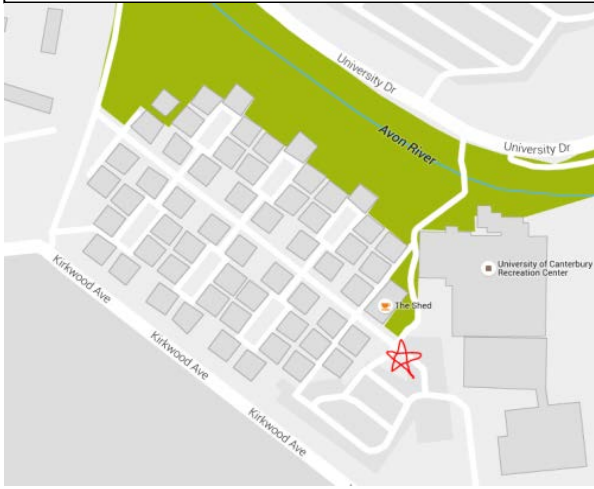
1. Please brief all participants/guests on the following;
  - In case of emergency please remain calm and wait for instruction.
  - If the fire alarm is activated please make your way **immediately** to the assembly point (inform guests on location of assembly point) via the nearest exit (point out exits).
  - In case of an earthquake; drop, cover and hold. Once shaking has stopped we will move to the assembly point for further instructions.
  
2. Remind all guest of location of toilets and rubbish bins.

# Evacuation Points

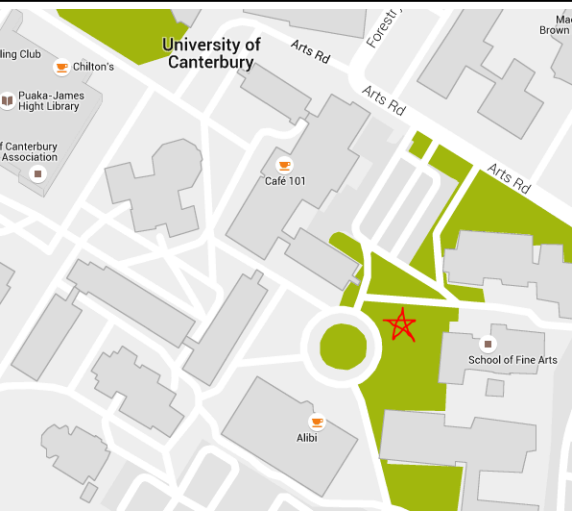
Dovedale Assembly Point-  
Between Dovedale Village & Dovedale Avenue



Kirkwood Assembly Point-  
RecCentre Car Park



Karl Popper Assembly Point-  
Grasses Area behind Building



Living Room Assembly Point  
Matariki Quad. (Outside Library)

