

# *La Trobe University-Room Bookings Albury-Wodonga Campus*

## Academic Staff Information Sheet

Academic staff should familiarise themselves with their obligation under the Room Booking Policy Document - See [User Guide to Timetabling Policy, Room Bookings and Facilities Management](#).

### The Academic Staff's Obligations

Academic Staff should:

- Read and check individual timetables when they are first published and advise School Admin. Officers of problems;
- Report promptly to Facilities Officer (ext 9625) any missing or unserviceable equipment;
- Not remove furniture or equipment from any teaching venues;
- Leave teaching venues in a tidy condition. Teaching furniture is to be left in a manner that lecturer found it on arrival;
- Minimise disruption to adjacent classes;
- Ensure whiteboards/blackboards are cleaned at the end of each class;
- Advise students that the **consumption of food or drink is not permitted** in any teaching venue. This also applies to teaching staff;
- Finish lectures promptly (at least 5 minutes before the hour) and vacate the venue without delay;
- Lock all lockable rooms at conclusion of each activity in accordance with the Proximity (Swipe) Card – see [Proximity \(Swipe\) Cards \(User Guide\)](#). The security system will record the cardholder's name as having unlocked or locked a door, and the times that these events occurred. The cardholder is responsible for security within that room for the period that the room was unlocked;
- Smoking is strictly not permitted in any University Building;
- Comply with all Emergency Response procedures

### Room Bookings

- Requests for a new room allocation should be submitted through the Faculty/Department/ School Administration Officer. All requests, with reasons, are to be made in writing or via email to the Timetabling Officer using the appropriate form.

Room allocation is the responsibility of the Timetabling Officer. (See [User Guide to Timetabling Policy, Room Bookings and Facilities Management](#))

### Activity Change Procedure

- Requests for changes should be submitted through the Faculty/Department/School Administration Officer.
- All requests should be submitted on the [Timetable Amendment Form](#).
- Adding or deleting a booking after publication cannot be actioned without prior approval of Faculty.

### Audio Visual Services

- Where the timetable process cannot provide a fixed resource, it will be necessary for teaching staff to book audio visual equipment as a semester long requirement through the Timetabling Officer, AW.
- Ad Hoc requests for audio-visual equipment may be booked by e-mailing the Timetabling Officer at [timetable.aw@latrobe.edu.au](mailto:timetable.aw@latrobe.edu.au)
- Out of semester bookings may be also be made via the above booking system.
- Staff who may experience problems with AV equipment, should contact the technical staff on Ext: 9625 or 8244

### Evacuation procedures

For all Campus Emergencies **dial 8222** (24 hour service)

If no answer **dial 0 000** and ask for the Emergency Service required.

For all emergencies state:

- the emergency, (e.g. Fire, Medical emergency, Assault)
  - the location of the emergency
  - your name and your telephone extension or number
- Fire precaution – It is the responsibility of staff members to become familiar with the [Albury-Wodonga Campus Emergency Response Plan](#) with lists the approved evacuation procedures.
  - All fire-fighting appliances are marked "**Keep Clear**" and must be left unobstructed. Exit doors are clearly marked. **Naked flames are NOT permitted in any Building.** Aisles, passageways, and corridors must not be obstructed. Musical instruments or members of an orchestra must not obstruct the front aisle, and only the fixed seating, as provided in the lecture theatre is to be used.

### Have any further queries?

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