

# La Trobe University Room Bookings Information Sheet (AW)

Clients should familiarise themselves with their obligations under the Hire Conditions.

The University will not confirm bookings unless the client has signed the agreement and the nominal deposit paid by the client.

Licence and GST, Permits, Indemnity, Insurance, University, Termination and Sub-Licence clauses apply.

For full details, refer to full Room Bookings "Hire Conditions - Albury-Wodonga"

## **Cancellation of Bookings**

Cancellation fees apply where bookings are cancelled with less 7 days written notice. Refer to full "Hire Conditions - Albury-Wodonga" for details.

## **Emergency Procedures**

For all Campus Emergency and Security issues: dial **8222** from an internal phone, or mobile **0418 459 324** (24 hour service).

For all Campus Behavioural Disturbances or Psychiatric emergency issues: dial **9800**, or **Counselling Services 6024 9627**.

For all Buildings and Grounds issues phone: **0427 006 339** or **0427 432 571**

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

If possible, occupants should proceed calmly to exit the building  
Fire-fighting appliances are generally held near all building entrances 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.

## **Technical Requirements/Equipment**

The Applicant is required to discuss any and all technical arrangements of a client's occupancy prior to the event.

## **The Applicant's Obligations**

The Applicant is required to comply with University regulations as contained within the Room Bookings Hire Conditions form.

Specific regulations apply;

- Food or beverages are not to be consumed in any University teaching venue;
- Smoking is strictly not permitted in University Buildings;
- Applicants and their guests must not deface or damage University facilities;
- Applicants and their guests must not alter the furniture or equipment without prior approval of the University;
- Applicants and their guests must not use the name "La Trobe University" in promoting the activities of the Applicant.
- Applicants must remove all rubbish and waste from the Facilities and ensure the Facilities are left in the same condition as at the commencement of this Agreement. Additional cleaning costs apply for non-compliance.
- Applicants must comply with Fire evacuation procedures
- Full details of the University Hire Conditions must be observed by the applicant prior to University confirmation of any booking.

## **External Bookings contact**

Administrative Officer  
Office of the Executive Director  
La Trobe University  
P O Box 821  
Wodonga Vic 3689  
Phone: (02) 6024 9820  
Email: [oad.aw@latrobe.edu.au](mailto:oad.aw@latrobe.edu.au)