

## SMART Room Booking Request Form

To be returned by email to:

[smart-facility@uow.edu.au](mailto:smart-facility@uow.edu.au)

**Part A: To be completed by applicant:**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Room Booking: \_\_\_\_\_

Anticipated Number of People Attending: \_\_\_\_\_

Planned Time/Date of Meeting/Function \_\_\_\_\_ am/pm until \_\_\_\_\_ am/ pm Date: \_\_\_\_\_

Preferred Room:  102  105  209  312  Other: \_\_\_\_\_

**\*Please note: all rooms will be allocated based on SMART Infrastructure Facility's requirements.**

***Kitchen facilities are not provided and all catering is to be provided within meeting rooms.***

Catering organised YES/NO Please advise provider details:

\_\_\_\_\_

Will you require:  Data projector  Whiteboard  Video conferencing  other: Please give details

\_\_\_\_\_

**Setup of room:**

Should you require a different setup than the room is currently in, please contact FMD to arrange setup and pack down immediately after the event. ***Set up and pack down is the applicants responsibility.***

I will use the room as is  I have arranged setup and pack down with FMD. FMD reference No. \_\_\_\_\_

**Part B: Internal Promotion and Way Finding:**

SMART Infrastructure Facility has a number of touch screens that can assist attendees in finding the room allocated for your event.

Would you like your event listed. **Yes/No**

Please state how you would like your event Titled:

\_\_\_\_\_

**Part C: By signing below I confirm I understand that:**

- SMART Infrastructure Facility will wherever possible support the use of its meeting rooms by University staff.
- SMART Infrastructure Facility reserves the right to change room allocation depending on the requirements of the Facility on a given day.
- The provided rooms are for content only, all admin support, catering and IT requirements must be undertaken by the applicant.
- All rooms must be returned clean and tidy and to the same set up as prior to booking.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_