



General Expectations + Conditions of Use of the Sir Roland Wilson Building (SRWB)

Room set up: We understand that you may need to move the furniture within the rooms to suit your meeting requirements, however the furniture is to be returned to its original configuration **before** you leave. Please be mindful that other events may commence immediately after yours so please plan enough time to rearrange the furniture if required and to remove any rubbish left by your guests.

Noise: All rooms in the SRWB are located near professional working and study areas. As a courtesy to ensure minimal intrusion on nearby offices, noise should be kept to a minimum. Please close the room door at the commencement of your event to avoid disruption to the nearby staff and students.

Cleaning: It is your responsibility to make sure that the space you use is left clean and tidy. You should be present at the conclusion of the booking to ensure that the room is left free of rubbish and the projector and AV equipment has been turned off at the conclusion of your event. A cordless vacuum cleaner is available for loan from reception and you are encouraged to use it during and after your event. Please note, no food or drinks are allowed in the rooms (except the Lady Wilson Room). If you could ask participants to take any rubbish and personal items with them at the conclusion of the event that would be most helpful.

Audio visual equipment: No technical assistance is available in the SRWB.

If you require assistance with audio visual equipment, please contact Audio Visual (AV) Support on 02 612 54321 or Ext. 54321 Option 1, Option 1.

We suggest you allow additional time prior to the commencement of your function to familiarise yourself with the audio visual equipment.

After-hours access: Please note the SRWB building will open at 8:00 am and close at 6.00 pm (Monday to Friday) unless after-hours access is requested prior to the function. (Request in advance via RSHA Reception).

Weekends: The SRWB Auto front doors are **not** open on weekends. If your event is taking place on a weekend, you will need to arrange after-hours access for your event and monitor entry to the building. (Request in advance via RSHA Reception).

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

Emergency Procedure: We ask event conveners to give a brief presentation on SRWB Emergency Procedures at the beginning of each session. Participants should have the building evacuation diagrams and closest emergency exits pointed out to them. Participants should be advised to, on the sounding of any emergency alarm, begin exiting the building by the closest safe path and move to the congregation area. In order to ensure they are following a safe path whilst evacuating, participants should listen to announcements over the PA and follow the directions of the building Fire Wardens.

If the event is afterhours there will be no Fire Wardens in attendance and participants will need to independently determine the quickest safe route out of the building before moving to the congregation area. In the event of an after-hours emergency conveners are asked, after evacuating the building, to ring 000 and inform ANU Security on 6125 2249.

If electrical power to the building is cut, battery powered lighting will activate and the green EXIT signs will remain lit and provide guidance. The location of the congregation area is on the other side McCoy Circuit, on the lawn adjacent to the NFSA, see the evacuation diagrams. Event Conveners should make themselves aware of the location of the nearest emergency exits and the location of the congregation area. Copies of evacuation diagrams can be found on our website:

<http://rsha.cass.anu.edu.au/contacts/room-and-event-booking-information>

Conveners are asked to include in their event documentation a request for participants to- make themselves aware of emergency exits in the SRWB and the location of the emergency congregation area, evacuate the building on the sounding of any emergency alarm and, follow the directions of Fire Wardens.

Parking: The closest car park to the SRWB is on the corner of Liversidge Street and McCoy Circuit or on Brian Lewis Crescent, at the rear of the building.

PLEASE NOTE: There is limited parking available on the ANU Campus and we cannot guarantee that car spaces will be available in any of the ANU car parks.

For more information regarding the ANU parking please see: <https://services.anu.edu.au/campus-environment/transport-parking/parking-options-on-acton-campus>

Reporting Damage: We recommend you check the room prior to use and if damage is noted please report it to the RSHA Reception desk or email administration.rsha@anu.edu.au Please note that we will invoice the last user of that room for any damage to equipment.

Administrative Support: We advise there is no onsite event staff at the SRWB. The Research School of Humanities and the Arts administrative staff are not able to provide any administrative support for the SRWB rooms. This includes, but is not limited to, IT support, catering, cleaning, printing and photocopying.

Smoking: The SRWB supports the ANU Smoke-Free Policy which prohibits all smoking on campus. Security will be called to any smokers adjacent to the SRWB.

Artwork: The SRWB is proud to display artwork from the ANU Collection. Please do not attempt to relocate these pieces and be cautious when near them.

Air-conditioning: Air-conditioning in the SRWB cannot be adjusted by building occupants. Please inform SRWB reception if there is an issue with the A/C and a report will be logged. The A/C turns off automatically out of hours- 6pm -8am, however, each room has a button/timer which will turn on the A/C for a set period- if the light is green the A/C is on.

Catering: Please note that catering cannot be set up in rooms (with the exception of the Lady Wilson Room). If your event requires catering the Level 1 or Level 3 foyer areas should be booked. *Please note each of these spaces have a maximum capacity of 50 people.* Please be mindful of our catering guidelines (below) when preparing for your function and factor time into your booking

General Expectations + Conditions of Use of the SRWB



request to receive catering and clean the space at the conclusion of your function. Please be aware that the kitchen and both foyers are also used by staff and students in the SRWB.

It is an ANU requirement that you complete a Functions on Campus (FoC) eForm request. The information can be found:

<https://services.anu.edu.au/campus-environment/venues-functions/functions-on-campus>

The Functions on Campus team are available to assist you through the FoC application process, and can be contacted on 02 6125 4000 or email: functionsoncampus@anu.edu.au

To assist you with your Functions on Campus application, you may wish to access our [Template for SRWB Risk Assessment Management Plan](#). This can be used to complete with your details as required, and upload it as part of your Functions on Campus request. Please note that Risk Control Strategies are examples only and you should amend / delete as relevant for your event.

SRWB Evacuation Diagrams are available [here](#) for your information.

Please provide a copy of your FoC approval for our records, prior to your event.

SRWB Catering Guidelines:

- No food or drink (other than water) is permitted in any of the SRWB rooms (with the exception of the Lady Wilson Room). All catering and consumption of food and drink is restricted to the foyer areas adjacent to the kitchens on Level 1 and Level 3. The two outdoor areas on Level 1 are also available for catering (by prior arrangement).

SRWB Catering Guidelines (continued):

- As there is no on site Event Staff at the SRWB we are unable to assist with arranging catering on your behalf. This includes room set-up and clean-up. We request you be available to receive catering at the commencement of your booking and organise collection of all items and excess food at the conclusion of your function. The entry doors will lock at 6.00 pm. If your event concludes after 6.00pm, all excess non-perishable food and catering supplies may be placed neatly on the bench top in/near the kitchen ready for collection the following morning (after 8am). Perishable food should be removed or disposed of in the bin.
- The SRWB does not have cutlery or crockery available to hire for your event. Please ensure that the catering company will supply these for you.
- All rubbish and waste food is to be disposed of and all excess rubbish is to be removed from the building. If you have several catering sessions throughout your event, e.g. morning tea, lunch and afternoon tea, thoroughly check the area after each session for dirty plates/cups and make sure all left-over food and drink is cleared away and/or covered.
- If you have booked the Lady Wilson Room 2.10 for a meeting, seminar or other event, please note that catering is permitted in that room. Please note that the Lady Wilson Room is used heavily for teaching bookings and RSHA meetings, so catering is only permitted on the basis that the room must be left in a clean and tidy state, with all rubbish and waste food to be disposed of and catering equipment removed by the end of your booking.

SRWB CONTACT:

Reception: 02 6125 6674 administration.rsha@anu.edu.au

Please email all requests for room bookings to the above email.

The building reception will open from 8:30am and will close at 4:30pm, Monday to Friday.

120 McCoy Circuit, Acton ACT 2601

The Sir Roland Wilson Building (SRWB) ANU map location is 120

Please note:

All SRWB room bookings are subject to ANU Central Timetabling requirements.

We cannot provide any guarantee for your booking as Timetabling has priority over adhoc room bookings, especially during quarantine periods when the teaching timetable is being finalised.

Room bookings may be cancelled or altered to accommodate Timetabling changes to teaching requirements. Timetabling will usually advise you if they need to do this.