

Booking rooms & outdoor spaces on campus

The University has a number of predetermined rooms and outdoor spaces which are available for student and staff bookings. Bookings for the majority of these rooms and outdoor spaces across all three University campuses are managed by the Infrastructure Branch. While most spaces are primarily used for learning and teaching, they are also made available to students, staff, and members of the public outside scheduled timetabling.

Students must book spaces through the relevant booking system and cannot occupy space without approval. Spaces which are not identified as available to be booked (e.g. Campus driveways, walkways and other public egress points) are unavailable for any activity without approval.

All bookings for non-University of Adelaide events or events with more than 50 people must be submitted at least two weeks before the event date.

	Web Room Booking system*	Outlook calendar, including via room booking panels	Hub space booking request form	Event booking request form
Who can book	Students and staff	Students and staff	Students and staff	Students, staff and externals
Example locations	<ul style="list-style-type: none"> All lecture theatres All flat-floor teaching spaces Laboratories Computer suites Simulation suites 	<ul style="list-style-type: none"> Hub Central training rooms Union House level 4 meeting rooms. Faculty-owned meeting rooms, e.g. Ingkarni Wardli level 5 and Nexus 10 level 7 	<ul style="list-style-type: none"> Main Hall level 4 Mezzanine level 5 Co-op (Holy Addiction) Western courtyard Eastern courtyard Elder courtyard 	<ul style="list-style-type: none"> Exercise Studio Rumours Scott Theatre Union Cinema Lawn spaces Ingkarni Wardli Atrium Little Theatre
Example activities	<ul style="list-style-type: none"> Club meetings and activities Group study Quiz nights Cultural night 	<ul style="list-style-type: none"> Meetings with small groups Study 	<ul style="list-style-type: none"> Club events open to the wider university Stalls and expos Industry events 	<ul style="list-style-type: none"> Any event that involves an external group/guest speaker Events with alcohol Events with catering, inc. BBQs Large events (50 or more)
Approval	Infrastructure, in conjunction with a Timetable Officer.	No extra approval for student spaces. Faculty for Faculty-owned spaces.	Ask Adelaide.	Infrastructure.
Cost	No cost for UoA staff and students only. If booking on behalf of an external group, charges may apply.	No cost.	No cost.	No cost for UoA staff and students only. If booking on behalf of an external group charges may apply. For some venues, additional charges for security and cleaning may also apply.

For clarity on which booking system to use, or what facility is appropriate for your event, email facilities.booking@adelaide.edu.au or call the Bookings and Events Coordinator on +61 8 8313 5151.

*If accessing the WRB system off campus you first need to log into the University's VPN or [ADAPT system](#).