Booking campus rooms & spaces

The University has a variety of unique indoor and outdoor spaces for events of all types and sizes. Most facilities are managed by the Infrastructure Branch and can be booked by students when they are not being used for teaching. In some cases, a second layer of approval is needed by Faculty staff, YouX or Ask Adelaide.

Bookable spaces may not be occupied without approval. Spaces that are not identified as able to be booked, such as driveways, walkways and 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 or via room booking panels	Hub space booking request form	Event booking request form
Example locations	• Lecture theatres • Flat-floor teaching spaces • Laboratories • Computer suites • Student Activity Room (GM201b)	• Clubs Lounge and Boardroom • Hub Central seminar room and training room • Union House meeting rooms (UH412, UH413 & UH419) • Ingkarni Wardli meeting room L5	• Main Hall L4 • Hub Co-op / Holy Addiction L4 • Western courtyard L4 • Eastern courtyard L4 • Mezzanine L5	• Exercise Studios • Union House function rooms L5 • Rumours (Union House L6) • Scott Theatre • Lawn spaces • Ingkarni Wardli Atrium • Little Theatre
Example activities	• Club meetings and activities • Group study • Quiz nights • Cultural nights	• Club meetings and activities • Group study	• Club events open to the broader university community • Stalls and expos • Industry events	• Any event that involves an external group or guest speaker • Events with alcohol and catering, inc. BBQs • Events with 50 or more people
Cost	• No cost for UoA students. • If booking on behalf of an external group, charges may apply	No cost	No cost	• No cost for UoA students • If booking on behalf of an external group, charges may apply • For some venues, additional charges for security and cleaning may apply

For more information, contact facilities.booking@adelaide.edu.au or call the Bookings & Events Coordinator on 8313 5151

*If accessing the WRB system off campus you first need to log into the University's VPN or ADAPT system