



ROOM BOOKINGS (MANAWATU CAMPUS)



Overview

This handbook provides an overview of how to book a room at Massey University, Manawatu Campus, for non-teaching purposes. Please note it is University policy that classes take priority over bookings for other purposes.

This is an administrative service only and organisers are required to plan and co-ordinate the event themselves. Costs associated with usage of campus facilities are passed onto the organiser/s.

Professional Conferencing and Event Management Services

If you require professional conference services please contact Shelly Deegan, National Events, Conferences and Sponsorship Manager, External Relations to discuss your requirements. Please note this is a paid service and support is subject to availability.

If you require event management support then please contact Jane McLaughlin, Campus Events Manager, Manawatu Campus to discuss your requirements.

Academic Bookings

Bookings for lectures and timetabled classes are completed via the Timetable Office. All queries should be directed to the Timetabling office. Timetable@massey.ac.nz

Casual Internal Booking

If you are a staff member or student requesting a booking for a University-related activity, please contact your Department administrator to check departmental space/s that may be available in the first instance. You can also complete a Room Booking Enquiry Form with your request and email to FM Helpdesk at pnroombookings@massey.ac.nz. Once the form has been submitted, we will contact you by email regarding options for rooms, to progress your booking and confirm any other details required to process your request.

Your booking time is the time when the room is available to you. Your booking request should include time for set up prior to the event and pack up after the event; access to the room outside of your booked time will not be guaranteed.

Casual External Booking

If you are not a University staff member or your booking is for a non-University related event, please fill in the External Booking Request form and email to pnroombookings@massey.ac.nz

Once the form has been submitted, we will contact you by email regarding options for rooms, to progress your booking and to confirm any other details required to process your request.

Your booking time is the time when the room is available to you. Your booking request should include time for set up prior to the event and pack up after the event; access to the room outside of your booked time will not be guaranteed.

Catering

There are areas on the Manawatu campus where catering can be accommodated, although the consumption of food and drink is not permitted in teaching spaces. All catering must be organised directly through Wharerata on (06) 350-5088. www.wharerata.co.nz

Rooms available for booking:

If your requested room is not displayed on the below list, please contact the relevant department.

Room	Capacity	Equipment	Furniture	Disabled Access
Ag Hort 1	258	pc, dp, wb	fixed	yes
Ag Hort 2	187	pc, dp, wb	fixed	yes
Ag Hort 3	78	pc, dp, wb	fixed	yes
Ag Hort 4	78	pc, dp, wb	fixed	yes
Ag Hort 5	34	pc, dp, wb	moveable	yes
AHLB FOY	425	n/a	n/a	yes
AHB1.35A	15	pc, dp, wb	moveable	yes
AHB1.35B	15		moveable	yes
AHB1.35C	15	pc, dp, wb	moveable	yes
AHB1.39	10	dp,wb	moveable	yes
AHB1.40A	48	pc, dp, wb	moveable	yes
ASTON 1	60	pc, dp, wb	fixed	yes
ASTON 2	30	pc, dp, wb	moveable	yes
BSC1.05	22	pc, dp, wb	moveable	yes
BSC1.06	46	pc, dp, wb	moveable	yes
BSC1.09	28	pc, dp, wb	moveable	yes
BSC2.02	24	pc, dp, wb	moveable	yes
BSC2.04	40	pc, dp, wb	moveable	yes
BSC2.05	22	pc, dp, wb	moveable	yes
BSC2.06	40	pc, dp, wb	moveable	yes
BSC3.02	24	pc, dp, wb	moveable	yes
BSC3.04	22	pc, dp, wb	moveable	yes
BSC3.05	38	pc, dp, wb	moveable	yes
ICLT	100	pc, dp, wb	fixed	no
MARSDEN	271	pc, dp, wb	fixed	yes
SSLB1	250	pc, dp, wb	fixed	yes
SSLB2	250	pc, dp, wb	fixed	yes
SSLB3	117	pc, dp, wb	fixed	yes
SSLB4	117	pc, dp, wb	fixed	yes
SSLB5	72	pc, dp, wb	fixed	yes
SSLB6	72	pc, dp, wb	fixed	yes
SSLB7	72	pc, dp, wb	fixed	yes
SSLB FOY	350		n/a	yes
STUCEN	60	pc, dp, wb	moveable	yes
WB1	129	pc, dp, wb	fixed	yes
WB2	206	pc, dp, wb	moveable	yes
JAPAN LT	274	pc, dp, wb	fixed	yes

pc = resident computer
 dp = data projector
 wb = white board

Subject to availability the spaces below are also available for hire. For further information on the venues below please contact these departments directly.

MUSA LOUNGE	MUSA Reception	X 81150
RIDDET ATTRIUM	SEAT Administration Staff	X 84135
SIR GEOFFERY PEREN AUDITORIUM	Debra Ward – National Timetable Manager	X 84226
SPORT & RUGBY INSTITUTE	SRI Operations Co-ordinator	X 85445
THE CENTRE	Chaplaincy Service	X 84730
TIRITEA HOUSE	Customer Service Manager	X 85382
VIDEO CONFERENCE	ITS Help Desk	X 82111
WHARERATA	Customer Service Manager	X 85382
YFC	Accommodation Services	X 81688

Security/Emergencies



MANAWATŪ

Accident and Emergency Services 111

Security 24 Hours and After Hours Enquiries 85030 or 0800 6277 50

Massey Community Constable 85042

Facilities Management Helpdesk 82288 or 06 350 5888



Additional Assistance Information:

Campus Map	<p>Link to campus map https://www.massey.ac.nz/massey/fms/campuses/Palmerston%20North/Documents/Maps%20and%20Transport/Manawatu_Campus_Maps-ALL.pdf?0EC7892F23E3C0EAF9706BAA5E0498A5</p>
Access	<p>As part of the planning for the event, consideration must be given to how you will access the space. This is particularly important for access outside of normal business hours. The Facilities Management Help desk can provide guidance on this. Call extn 82288. Please note that if you find the room is locked during normal business hours contact the Facilities Management Helpdesk on ext 82288 or (06) 350-5888. All after-hours queries should be directed to Security on ext 85030 or (06) 350-5030.</p>
Cleaning	<p>Included in price of the room hire is standard cleaning charges. Extra charges may be applicable in certain circumstances. Any additional cleaning charges will be forwarded to the organiser/s</p>
ITS support	<p>If any IT assistance is required, the organiser should contact the ITS service desk ext 82111 email : service.desk@massey.ac.nz)</p>
Egress	<p>All egress points must be kept clear at all times. All means of entry and exit from a building must be kept clear and accessible in case of an emergency.</p>
Liquor permits	<p>A liquor permit is required to serve liquor at any event. A liquor permit application form can be obtained from J.Davies@massey.ac.nz. A permit is not required if Wharerata is catering your event.</p>
Accommodation	<p>On site accommodation is available through Campus Living. Contact via campusliving@massey.ac.nz</p>
Parking	<p>Massey Offers a number of different parking options. These include: Orchard Road carpark- offers all day casual parking Coupons- a book of 20 coupons can be purchased, these allow all day parking on metered park on University Ave or at the Court yard Complex pay and display machines. Mobility parks- available to holders of CCS cards for a maximum of 3 hours.</p>
Housekeeping	<p>The room booking includes access to the room, standard cleaning and heating. All rooms are to be left in a clean and tidy state and returned to their original furniture configuration.</p>
Wardens	<p>Events held after hours require a trained Warden to be present. Events held in Social Science Lecture Block (SSLB) and Ag Hort Lecture Block (AHLB) require wardens for all events. Organisers must supply a trained warden for the event. However should the organiser be unable to provide a trained Warden then there are a number of reputable companies that the organiser can employ to carry out this task. A warden booklet outlining requirements is sent to you when your booking is confirmed. Please talk to the FM Help desk for further information.</p>
Extra security	<p>Extra security is available on request, at a cost to the organiser. Any details regarding extra requirements must be provided at the time of the booking.</p>

CONDITIONS OF USE

No booking for hire of a room shall be confirmed until the External Booking Form has been completed and signed by the organiser and returned to the Facilities Management Help Desk.

If a cancellation is received within less than 5 clear working days (excluding Public Holidays) notice prior to the commencement of the booking, The University reserves the right to charge a cancellation fee of 50% of the room hire.

If a cancellation is received on the day of the booking, we reserve the right to charge 100% of the room hire.

Requested booking times must include the time you require for preparation prior to commencement of an event and tidying up following completion.

Rooms are charged on a half day and full day basis, with a **minimum charge** of ½ day per booking.

The facilities must be left clean and tidy after each day's use. Please ensure all cups, glasses and dishes are cleared away. Failure to do so will result in a cleaning account being sent to the organiser.

Alcohol is not permitted at the University without prior written approval from the Campus Registrar. A liquor permit is required to be completed and approved prior to the booking. If during an event an approved liquor permit cannot be produced for inspection, then the event may be closed down.

No responsibility will be accepted for damage to, or loss of, any property brought to and/or stored on the premises.

It is the responsibility of the organiser to ensure that any health and safety requirements are met, including the provision of trained Wardens and that attendees are aware of any health and safety requirements, including the location of toilets, fire and emergency alarm procedures prior to the start of the event.

Massey University reserves the right to unconditionally cancel a Room Booking at any time, for any reason whatsoever.