



Chancelry Rooms - Booking Request

Chancelry Building

OVC.Support.Officer@anu.edu.au
Building Custodian
Enquiries: (02) 6125 8485

Time* and Date:	
Contact Person:	
No. of People Attending:	
Name/Purpose of Meeting:	
Room:	
Ross Hohnen Room (seats 36)	Mac Computer, Projector, Electric White board
Refshauge Room (seats 12)	TV Screen, Teleconference, Whiteboard
Mills Room (seats 41)	PC, Projector, Video & Teleconference (Inner Table), VGA Port

* Please include set up and pack up time in your booking. The Chancelry doors are open from 8:30am to 5:30pm. Access outside these hours must be arranged through ANU Security.

Terms of Use

All room bookings may be subject to change; priority is given to Chancelry usage, including for members of the University Executive.

Cleaning/Pack Up

Please be aware that it is your responsibility to clean up after your meeting and return the room to its original state. Please ensure you have logged out of the computer and all lights have been turned off after use. Please collect all of your meeting materials and equipment before leaving the room e.g. USBs, items from the fridge, and all rubbish.

Catering

There is no tea/coffee service available in Chancelry. If you require morning/afternoon tea, lunch etc. for your meeting, you will need to organise this with a caterer. The caterer will also need to supply all crockery, cutlery, napkins and any other required equipment.

It is the responsibility of the event organisers to be on site for the set up and collection of catering, and to ensure that the venue is left in its original state. Any leftover food must be collected or disposed of in the bins provided. Please ensure the caterers collect all platters and equipment by the end of your scheduled time. If your caterers cannot come during that time, please take all catering equipment to the trolley area on the Ground Floor for collection.

At the end of the meeting, please check if your participants have used any Chancelry glasses or dishes and ensure they are put in the dishwasher accordingly. Please ensure to put the dishwasher on **and** unpack after your event.

ITS/Printing

The Chancelry Staff do not provide any IT equipment or technical support. To arrange IT support, please contact the ANU Service Desk on 6125 4321. IT Support will need to be organised several days in advance of the meeting. Additionally, the Chancelry does not provide any printing or photocopying assistance. Please ensure to have all of your necessary documents prepared in advance of the meeting.

Noise

Please remember that the Chancelry Building is first and foremost an office space; please be respectful and keep the noise of your meeting to an appropriate level.

Parking

Parking permits are limited to max. 5 per event and reserved for Chancelry VIP and external guests only. For any parking permit requests, please send through to the Building Custodian at OVC.Support.Officer@anu.edu.au, noting we require 3 business days notice.

Please note that if you do not adhere to the conditions of use above, this may affect your ability to book Chancelry Rooms in the future.

Charge Code: _____ Please note you will be charged for any damage or cleaning costs.

I agree to these terms of use.

Signed: _____ Date: _____