Thank you for your interest in booking a space the ECU Learning Centre, Busselton at 38 Peel Terrace. Please complete this form and read the below information, we will do our best to accommodate your request. Once your booking is finalised, you will receive an email confirming the details.

|  |  |  |  |
| --- | --- | --- | --- |
| **ECU LEARNING CENTRE BUSSELTON STUDENT BOOKING REQUEST FORM** | | | |
| **ECU STUDENT CONTACT INFORMATION** | | | |
| **Student Name** |  | | |
| **ECU Student Number** |  | | |
| **Course/Degree** |  | | |
| **BOOKING REQUEST** | | | |
| **Date** |  | | |
| **Day** |  | | |
| **Time** |  | | |
| **Requested Room** *(please highlight)* | BS.1.G.11 - Training Rm (Classroom) | | \* |
| BS.1.G.10 - Small Meeting Rm | | 4 pax |
| BS.1.G.02 - Large Meeting Rm (Boardroom) | | 8 pax |
|  | |  |
| BS.1.G.06 – Communal hot-desk room  (4 x individual staff work stations)  Dual Monitors connected via USB-C | | 4 pax |
| **Is this booking for studying purposes?** | YES | NO | |
| **If no, what is the purpose of this booking?** |  | | |
| **Number of people attending** |  | | |
| **Do you require conference call capabilities for meetings?** | YES | NO | |
| **If YES – please book either BS.1.G.10 or BS.1.G.02 as no other rooms have this capability** | | | |
| *\*Please enquire for capacity* | | | |
|  |  |  |  |

Please read the following:

* Please sign in with the receptionist each day you use the learning centre.
  + Depending on the type of laptop, you may be able to access the dual monitors (hot desk) via USB-C, but we recommend bringing along a HDMI cord if your laptop does not successfully connect with the USB-C.
  + The Centre will be open from 8:30am – 4:30pm Monday-Friday. Spaces are only bookable during this time.
  + This booking is for you as an ECU student and cannot be transferred to non-ECU student or other students.
  + Any requested amendments must be emailed to [busseltonreception@ecu.edu.au](mailto:busseltonreception@ecu.edu.au) and approved by the appropriate staff member. We will endeavour to accommodate your request but alterations to existing bookings cannot be guaranteed.
  + There may be times where you may need to be flexible in moving to another room or desk as required, however, we will try our best to update you prior to your booking.
  + If you are unable to attend your booking or it is no longer required, please email [busseltonreception@ecu.edu.au](mailto:busseltonreception@ecu.edu.au) or call 6304 2700 as soon as possible to enable other students to facilitate the space. *Please note, if you don’t notify ELCB reception that you won’t be attending, the booking will be cancelled after 1hr, allowing for other staff and students to use the space.*
  + There are no IT staff on the premises, any IT issues will need to be raised through 6304 6000.
  + While using the ECU Learning Centre, ECU IT policies and behaviour expectations apply. Any behaviour that is considered out of alignment with ECU values will not be tolerated.
  + No personal belongings are to be left in the rooms. If you believe you have left an item in your booked room, please contact [busseltonreception@ecu.edu.au](mailto:busseltonreception@ecu.edu.au)
  + The ECU Learning Centre, Busselton, is a shared space. There may be other events, bookings and persons in the Centre at the same time as your booking and there may noise as a result – the Centre is not a silent space.
  + There is a shared kitchenette for your use, including tea and coffee with a refrigerator and microwave. We encourage students to bring their own cup.
  + Parking is available directly next to the building and is free. No parking permit is required and is available for use all day.

In submitting this request, you are confirming you have read and understood the above information.

If you have any additional questions, please let us know. We will be in touch shortly.