Hello,

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.

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| **ECU LEARNING CENTRE BUSSELTON STAFF BOOKING REQUEST FORM** |
| **ECU STAFF CONTACT INFORMATION** |
| **Staff Name** |   |
| **Position** |   |
| **ECU Email** |   |
| **ECU Phone Number** |   |
| **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) | 12 pax |
| BS.1.G.05 – Private Meeting Room | 1 pax |
| BS.1.G.06 – Communal hot-desk room (4 x individual staff work stations) | 4 pax |
| **Is this booking for work?** | 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.
* All spaces require an ECU staff laptop, as there are no desktops available for staff use or spare laptops available for loan.
* The Centre is open 8:30am – 4:30pm, Monday-Friday. Spaces are only bookable during this time.
* This booking is for you as an ECU staff member and cannot be transferred to non-ECU staff or other staff members.
* Any requested amendments must be emailed to 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.
* If you are unable to attend your booking or it is no longer required, please email busseltonreception@ecu.edu.au as soon as possible to enable other staff 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 x6000
* 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.
* 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 staff 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.

Thank you,