**Contact & Resource List**

| **RESOURCE** | **CONTACT** | **NOTES** |
| --- | --- | --- |
| Administration Support | Fiona Sanders:  8344-4834  [clubs@union.unimelb.edu.au](mailto:clubs@union.unimelb.edu.au) | Here to help! Help with planning events, obtaining resources, applying for grants. If you can’t find what you need in this list, ask Fiona or the C&S Officers. |
| Alcohol | Fiona Sanders:  8344-4834  [clubs@union.unimelb.edu.au](mailto:clubs@union.unimelb.edu.au) | All events at which alcohol will be served by the club must be approved by the C&S Coordinator. To obtain approval, please see the procedures and forms on the Training & Resources page (under Alcohol Service Policies & Procedure). Email your request to Fiona and ensure you’ve completed all requirements.   * Alcohol Management Checklist & Event Approval forms * Alcohol Order (download "Event Planning Tool" spreadsheet from Training & Resources) * RSA Certificates |
| AV Equipment Hire | [umsu.unimelb.edu.au/get-stuff/avmelbourne/](https://umsu.unimelb.edu.au/get-stuff/avmelbourne/)  [info@avatmelbourne.com.au](mailto:info@avatmelbourne.com.au)  8344-4820 | There are so many cool things you can hire from AV Melbourne, such as BBQs, marquees, speakers and other PA equipment, staging, projectors, tables etc. Affiliated Clubs receive a discount. Website bookings are preferred. |
| AV Lecture Cabinet Keys | In person at the Information Centre | If your Club has booked a lecture theatre and requires access to the equipment (DVD player or potentially HDMI ports) in the locked cabinet with the AV equipment, the key to unlock this can be requested from the info centre. |
| Badge Maker | Sarah Black:  8344-9989  [sarah.black@unimelb.edu.au](mailto:sarah.black@unimelb.edu.au)  1st floor Union House | Badges are a cool little thing to give out to your members for free! Each badge is 50 cents for 35mm and 80 cents for 57mm for affiliated clubs. If you want to buy pouches or badges in bulk, check with Sarah first to see whether she has enough! |
| BBQs (hire) | [umsu.unimelb.edu.au/get-stuff/equipment/bbq/](https://umsu.unimelb.edu.au/get-stuff/equipment/bbq/) | Hired at a subsidised rate from the Information Centre. Book via the website. |
| BBQ Hygiene & Equipment Pack | clubs@union.unimelb.edu.au | A kit containing basic hygiene and cooking equipment. Make your booking by email and use the Pack to help you meet Safe Food Handling Standards. A usage policy and deposit apply (Equipment Use and Hire Policy). |
| BBQs (fixed) | [Http://services.unimelb.edu.au/venuehire /general/bbq\_locations](Http://services.unimelb.edu.au/venuehire/general/bbq_locations) | There are several permanent BBQ sites on campus: Old Geology Courtyard, Old Metallurgy, Physics Courtyard and Peter Hall North Side. These spaces cater for around 100 people. These BBQs are booked when you make a Grounds Booking (see below) for that space. (Info centre has keys if any of the BBQs are locked) |
| BBQ (Sports Centre) | Sports Centre reception:  8344-5405  [www.sports.unimelb.edu.au](http://www.sports.unimelb.edu.au)  Tin Alley  Map reference: C17 | There is another permanent BBQ behind the sports Centre. You can’t book this through Grounds. Contact the Sports Centre directly. |
| C&S Office Bearers | Nellie Seale and Matthew Simkiss  8344-4834  [clubs@union.unimelb.edu.au](mailto:clubs@union.unimelb.edu.au) | Represent the interests of Clubs to Students’ Council, UMSU and the university. These guys know all the Clubs stuff so come and chat to them when you need help. |
| Camping Equipment | In person at the Information Centre | You can hire tents, backpacks, sleeping bags, stoves, etc. |
| Drinks Container | [Clubs@union.unimelb.edu.au](mailto:Clubs@union.unimelb.edu.au) | The C&S Office has two 15L drink containers which can be borrowed by your Club for use at events. The items must be returned cleaned (Equipment Use and Hire Policy). Bookings are made by emailing the C&S Office. |
| Esky | [Clubs@union.unimelb.edu.au](mailto:Clubs@union.unimelb.edu.au) | The C&S Office has two 50L eskies which can be borrowed by your Club for use at events. The items must be returned cleaned (Equipment Use and Hire Policy). Bookings are made by emailing the C&S Office. |
| First Aid Kit | [Clubs@union.unimelb.edu.au](mailto:Clubs@union.unimelb.edu.au) | The C&S Office has multiple First Aid Kits which can be borrowed by your Club for use on camps. See the Equipment Use and Hire Policy for details. Bookings are made by emailing the C&S Office. |
| Grounds Bookings | [services.unimelb.edu.au/venuehire/clubs](http://services.unimelb.edu.au/venuehire/clubs) | All grounds bookings are made via the link, and according to the venue use Terms & Conditions. Two weeks’ notice must be given. Noise and alcohol policies do apply!  Before you apply you must have an Event Risk Assessment and Authorisation form signed by Fiona.  [umsu.unimelb.edu.au/wp-content/uploads/2013/08/Event-Risk-Assessment-and-Authorisation-Form.pdf](https://umsu.unimelb.edu.au/wp-content/uploads/2013/08/Event-Risk-Assessment-and-Authorisation-Form.pdf) |
| Guillotine | Rowden White Library (2nd Floor Union House) | The Rowden White Library has free access to 2 guillotines which you can use. |
| Laminator | Rowden White Library (2nd Floor Union House) | Laminator pouches can be purchased from the Rowden White Library and the laminator can be used for free. |
| Lockers | C&S Office | Clubs can apply for lockers depending on availability. There are large, medium and small sized lockers which are snapped up very quickly at the start of the year. A usage policy applies (Locker and Storage Area Policy). |
| Mail collection | C&S Office  The mail boxes are located at the eastern end of Union House on the 1st floor near the Food Co-op and Theatre Department. | General Interest Clubs are allocated mail boxes in Union House. These should be checked regularly for bank statements, expression of interest from people who wish to join your club, and other internal and external mail. Course and Departmental clubs must arrange for mail collection from faculty/department office. |
| North Court | [umsu.unimelb.edu.au/get-stuff/get-a-room/north-court/](https://umsu.unimelb.edu.au/get-stuff/get-a-room/north-court/) | North Court can be booked for Club events. Terms & Conditions do apply which can be found at the link. |
| Picnic Rugs | [Clubs@union.unimelb.edu.au](mailto:Clubs@union.unimelb.edu.au) | The C&S Office has picnic rugs which can be borrowed by your Club for use at events. See the Equipment Use and Hire Policy for details. Bookings are made by emailing the C&S Office. |
| Pin board | C&S Office | Advertise your upcoming events on our department pin board. Just make sure your poster has the UMSU logo displayed correctly then bring your poster into the office. We’ll do the rest! |
| Promotional Activities/ Clubs’ Expo | C&S Office | Throughout the year the C&S office will organise Clubs’ Expos (Orientation) and other ways to showcase your club. Your Club will receive information about booking a space. Clubs are entitled to their own table where they can advertise and sign-up new members. |
| Room Bookings | Union House/FBE:  [umsu.unimelb.edu.au/get-stuff/get-a-room/](https://umsu.unimelb.edu.au/get-stuff/get-a-room/)  [services.unimelb.edu.au/venuehire/clubs](http://services.unimelb.edu.au/venuehire/clubs) | Clubs can book rooms in Union House (eg. Graham Cornish A & B, etc) for three hour periods, max 6 hours per week. Bookings can only be made up to 3 weeks in advance.  All University room bookings are made via the link, and according to the venue use Terms & Conditions. Two weeks’ notice must be given.  Before you apply you must have an Event Risk Assessment and Authorisation form signed by Fiona.  [umsu.unimelb.edu.au/wp-content/uploads/2013/08/Event-Risk-Assessment-and-Authorisation-Form.pdf](https://umsu.unimelb.edu.au/wp-content/uploads/2013/08/Event-Risk-Assessment-and-Authorisation-Form.pdf) |
| Staplers (Long-Arm) | C&S Office | Available to borrow for 2 hour periods |
| Tables (Ground Floor promotional) | [umsu.unimelb.edu.au/get-stuff/get-a-room/tables/](https://umsu.unimelb.edu.au/get-stuff/get-a-room/tables/) | Your club can set up a promotional stall on the Ground Floor of Union House any day of the week. The tables must be booked with the Information Centre; your club must not take tables without booking them. |
| Tables (hire) | [umsu.unimelb.edu.au/get-stuff/equipment/bbq/](https://umsu.unimelb.edu.au/get-stuff/equipment/bbq/) | Hired at a subsidised rate from the Information Centre. Book via the website. |
| Training  C&S Training:  AGM Training  Grant training Treasurer’s Workshop  Camp Welfare Workshop  Certificate Training: Responsible Service of Alcohol  Safe Food Handling | [umsu.unimelb.edu.au/getinvolved/clubs/resources-training/](https://umsu.unimelb.edu.au/getinvolved/clubs/resources-training/)  [clubs@union.unimelb.edu.au](mailto:clubs@union.unimelb.edu.au) | C&S offers training sessions to help with meeting annual reaffiliation and ongoing financial management requirements. Annual General Meetings (AGMs) involve quite a bit of paperwork and need to be held properly and according to your club’s Constitution to ensure ongoing affiliation with UMSU. The training will equip the club executive to avoid common pitfalls and ensure everything runs smoothly. There’s nothing worse than having to hold a Special General Meeting to correct errors from the AGM!  Training is also provided to club treasurers to ensure they don’t get bogged down with money problems. We talk about record-keeping and navigating the Grant Application process.  Camp Welfare and certificate training assist you in compliance with C&S event planning and risk management requirements. |
| Trolley | [Clubs@union.unimelb.edu.au](mailto:Clubs@union.unimelb.edu.au) | The C&S Office has a large trolley which can be borrowed by your Club for use at events. See the Equipment Use and Hire Policy for details. Bookings are made by emailing the C&S Office. |