

Unidus Room Booking Process (Internal)

Intention to book

At least **two weeks** before intended booking date, email bookings@unidus.org.au.

Example:

Hi,

May I please make the following booking?

Date: 31 Oct 2019

Time: 1800 - 2200 (including setup and pack up)

Room: Moriah 1 and 2

Purpose: UQ5 Outreach Life Group

Open/Lock Up Person: Sandy

Equipment needed: Projector, 1 Mic & Speaker, 2 trestle table, 30 chairs.

Confirmation of Booking

Unidus will normally reply in 2 business days. If not, please do contact us and follow up.

Please note that Unidus is used by other life groups and external users too, so do email us as soon as possible so that you can have your date locked in.

If you are looking into long-term usage, please let us know too!

Day of Booking

If you are the 'only user or the first user' on the day, please enter through the Western Entrance door and disarm the alarm before going further into the building.

At the end of your booking, please leave the room in its original state.

If you are the 'last user' leaving Unidus, make sure all building doors are closed and locked, security alarm is armed and the gate is shut.

If any issues, please contact Tim Pan or Sandy Lau.

Key Pick Up and Lock Up Training

For all bookings, we will arrange a full set of keys so that you are able to be independent with your booking.

Please allow us one week to arrange the keys for you.

Once the keys are ready, we will let you know through email to come into Church Office and pick up the keys.

Key Return

Please return the keys to Church Office latest by the next business day after day of booking.

Contact bookings@unidus.org.au if you need to arrange a specific time to return the keys.

Note: Leave a feedback or comment here to help us improve our Internal Booking process. Thank you!

<http://bit.ly/UnidusFeedback>

Internal Bookings

Life Group Activities, Worship/Dance Practices, Ministry Meetings, other Hope Church related activities

External Bookings

Weddings, Birthday Parties, other hires that are not church related.