

# USER INSTRUCTIONS FOR:

FUNCTIONS AND FACILITY HIRE APPLICATION THROUGH APPIAN: REFER TO PAGE 2

ROOM BOOKING APPLICATION THROUGH APPIAN: REFER TO PAGE 39

# Function and Facility Hire Application

For all room bookings associated with a function or where other additional services will be required click the Functions and Facility Hire Tab

News Tasks Records Reports **Actions**


Appian

## Functions & Facility Hire Request Form

### Getting Started


What would you like to do?

### Room Booking




Single Booking


### Functions & Facility Hire




Facilities




Food/Drink




Guests



Security



Parking



Services

CANCEL

The first stage of your application will appear as per below.

NewsTasksRecordsReportsActions

Appian

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Function Details

Contact Person \*

Self

Other

Function Name ? \*

Function Description ? \*

1000/1000 character(s) remaining

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

2

If you are the organiser/main contact for the function click self, as a staff member your email will auto populate

Input the required phone number, this can be a desk extension or mobile.

Complete the function name and function description questions

Click Next

The screenshot shows the 'Functions & Facility Hire Request Form' in the Appian system. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions' (which is highlighted). The form is titled 'Functions & Facility Hire Request Form' and has a progress bar with steps: 'Getting Started', 'Contact' (current step), 'Facilities', 'Guests', 'Food & Drink', 'Services', 'Approval', and 'Review'.

**Function Details**

**Contact Person \***  
☒ Self ☐ Other

**Employee \***  
Mrs Christine Baillie-Stratis, Operations Coordinator FMU

**Contact Email \***  
Christine.Baillie-Stratis@unisa.edu.au

**Contact Phone \***  
20080

**Function Name ? \***  
Mid Year Staff Forum

**Function Description ? \***  
Staff forum to discuss unit performance and tracking against KPI's

934/1000 character(s) remaining

**Buttons:** CANCEL, SAVE DRAFT & EXIT, BACK, NEXT

If you are not going to be the organiser or the main contact for this event click Other and additional options will appear

NewsTasksRecordsReportsActions

Appian

## Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

### Function Details

Contact Person \*

☐ Self

☒ Other

Who is the contact? \*

☐ Staff ☐ Student ☐ External

Function Name \*

Function Description \*

1000/1000 character(s) remaining

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

If you are nominating a staff member as the organiser/contact select staff and enter the employees details. This is a linked field to the current staff registry.  
Email will auto populate but you will need to enter the most appropriate contact phone number

## Functions & Facility Hire Request Form

Getting Started

Contact

Facilities

Guests

Food & Drink

Services

Approval

Review

### Function Details

**Contact Person \***  
☐ Self ☒ Other

**Who is the contact? \***  
☒ Staff ☐ Student ☐ External

**Employee \***  
Mr Sam Payne, Operations Officer FMU ✕

**Contact Email \***  
Samuel.Payne@unisa.edu.au

**Contact Phone \***  
20555

If you are nominating a student as the organiser/contact select staff and enter the student's details. This is a linked field to the current student registry.

Email will auto populate but you will need to enter the most appropriate contact phone number.

You will also need to enter the associated student group/club and their affiliation within the Uni structure

News Tasks Records Reports **Actions**

Functions & Facility Hire Request Form

Getting Started **Contact** Facilities Guests Food & Drink Services Approval Review

**Function Details**

**Contact Person \***  
☐ Self ☒ Other

**Student \***  
Christa Smith (110240244) ✕

**Name of Student Group/Club/Society \***  
UniSA Badminton Club

**Who is the contact? \***  
☐ Staff ☒ Student ☐ External

**Contact Email \***  
ITU-AppianTest@unisa.edu.au

**Contact Phone \***  
0400 001 001

**Affiliation \***  
☒ UniSA Sports ☐ USASA ☐ None

**Function Name** ⓘ \*

**Function Description** ⓘ \*

1000/1000 character(s) remaining

**CANCEL** **SAVE DRAFT & EXIT** **BACK** **NEXT**

If you are nominating an external organiser/contact select external and enter the email and contact phone details.

NewsTasksRecordsReportsActions

Appian

## Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

### Function Details

**Contact Person \***  
☐ Self ☒ Other

**Who is the contact? \***  
☐ Staff ☐ Student ☒ External

**Contact Name \***  
Chris Smith

**Contact Email \***  
Csmith@hotmail.com

**Contact Phone \***  
0401 001 001



The next page is where you enter the room/location requirements, you can add multiple facilities across all campus's if required.

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Facilities

CampusFacilityStart Date/TimeEnd Date/TimeSet Up CommencesSet Down EndsRoom DetailsCapacity

-- Select --

-- Select --

dd/mm/yyyyhh:mm am

dd/mm/yyyyhh:mm am

dd/mm/yyyyhh:mm am

dd/mm/yyyyhh:mm am

+ Add facility

List of bookable rooms and facilities

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

8

Campus, Facility, Start Date/Time and End Date/Time are all compulsory entries. Whilst set up and Set Down dates and times are not compulsory please consider the necessity of including these details and submit a CSR for any related requirements.

Room details is a free text field where you can enter your preferred room/area.

Capacity is the total number of attendees associated with this booking. If you have multiple facilities requested the capacity is for that particular room.

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Facilities

CampusFacilityStart Date/TimeEnd Date/TimeSet Up CommencesSet Down EndsRoom DetailsCapacity

City WestTutorial Room31/05/201909:3031/05/201916:3030/05/201916:3031/05/201916:30Prefer H5-02 or Pridham Hall100

Add facility

List of bookable rooms and facilities

CANCELSAVE DRAFT & EXIT

BACKNEXT

If you are unsure of the room options on your requested campus please click on this link and a new page will open that will give you information on the rooms that may be available. An example of this webpage link is on the next page.

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## Hire UniSA facilities

**Outdoor cooking facilities** >

**Catering** >

**Find a room** >

**Audio visual equipment** >

# Find a room

Take a look through the various spaces available for hire across the University. Full room details are listed, including audio visual capacity.

To make a booking contact FM Assist.

## Search by campus



### City East

Stately North Terrace frontage combined with modern facilities — City East is central and convenient.

> [Find a room](#)



### City West

The modern City West campus offers a space for every occasion in a convenient location.

> [Find a room](#)



### Magill

The Magill campus combines heritage buildings with modern architecture amid a gum tree and creek setting.

> [Find a room](#)



### Mawson Lakes

Mawson Lakes is a spacious, modern campus with natural surroundings, 12km north of the city.

> [Find a room](#)

If you do require multiple spaces for this function click on the add facility button and another line will appear as per below.

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Facilities

Campus	Facility	Start Date/Time		End Date/Time		Set Up Commences		Set Down Ends		Room Details	Capacity	
City West	Tutorial Room	31/05/2019	09:30	31/05/2019	16:30	30/05/2019	16:30	31/05/2019	16:30	Prefer H5-02 or Pridham Hall	100	×
-- Select --	-- Select --	dd/mm/yyyy	hh:mm am	dd/mm/yyyy	hh:mm am	dd/mm/yyyy	hh:mm am	dd/mm/yyyy	hh:mm am			×

+ Add facility

List of bookable rooms and facilities

CANCEL

SAVE DRAFT & EXIT

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When details on this page are complete click on Next.

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Facilities

Campus	Facility	Start Date/Time		End Date/Time		Set Up Commences		Set Down Ends		Room Details	Capacity	
City West	Tutorial Room	31/05/2019	09:30	31/05/2019	16:30	30/05/2019	16:30	31/05/2019	16:30	Prefer H5-02 or Pridham Hall	100	✕
City West	Courtyard	31/05/2019	12:30	31/05/2019	14:30	31/05/2019	11:00	31/05/2019	15:00	Between Yungondi and BH Building	100	✕

+

Add facility

[List of bookable rooms and facilities](#)

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

A new page will appear as per below.

NewsTasksRecordsReportsActions

Appian

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Attendance

Number of staff

Number of students

Number of external

Total attendance

0

0

Admission

Will there be an admissions charge? \*

Yes No

High Profile Attendees

Are there any high profile attendees? \*

Yes No

Representatives, Sponsors, Exhibitors

Are there any representatives/sponsors/exhibitors? \*

Yes No

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

Enter the attendance numbers in their various categories

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting Started

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Attendance

Number of staff	Number of students	Number of external	Total attendance
100	0	0	100

Please indicate if there will be Admissions charges for this function. If you indicate Yes an additional text box will appear prompting you for details.

NewsTasksRecordsReportsActions

Applan

Functions & Facility Hire Request Form

Getting Started

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Facilities

Guests

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Services

Approval

Review

Attendance

Number of staff

Number of students

Number of external

Total attendance

100

0

0

100

Admission

Will there be an admissions charge? \*

Yes

No

Admissions Charge Details \*

\$10 per ticket for entry funds received to go towards Charity

939/1000 character(s) remaining

If you have indicated No there will be no change on the page.

NewsTasksRecordsReportsActions

Applan

Functions & Facility Hire Request Form

Getting Started

Contact

Facilities

Guests

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Services

Approval

Review

Attendance

Number of staff

Number of students

Number of external

Total attendance

100

0

0

100

Admission

Will there be an admissions charge? \*

Yes

No



Please indicate if there will be any high profile attendees attending or invited to this function. If you indicate “Yes” an additional line of information will appear prompting you for details.

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Attendance

Number of staffNumber of studentsNumber of externalTotal attendance

10000100

Admission

Will there be an admissions charge? \*

Yes

No

High Profile Attendees

Are there any high profile attendees? \*

Yes

No

TitleNameDescription

HonSteven MarshallPremier

+ Add high profile attendee

If you have indicated “No” there will be no change on the page.

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Attendance

Number of staffNumber of studentsNumber of externalTotal attendance

10000100

Admission

Will there be an admissions charge? \*

Yes

No

High Profile Attendees

Are there any high profile attendees? \*

Yes

No

Please indicate if there will be Representatives/Sponsors or Exhibitors attending or invited to this function. If you indicate Yes an additional line of information will appear prompting you for details.

Enter details of the attending party. You will be required to tick if Charges apply to have this representation on campus. If you select No there are no further steps in this section.

NewsTasksRecordsReportsActions

Appian

## Functions & Facility Hire Request Form

Getting Started

Contact

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### Attendance

Number of staff	Number of students	Number of external	Total attendance
100	0	0	100

### Admission

Will there be an admissions charge? \*

☐ Yes ☒ No

### High Profile Attendees

Are there any high profile attendees? \*

☐ Yes ☒ No

### Representatives, Sponsors, Exhibitors

Are there any representatives/sponsors/exhibitors? \*

☒ Yes ☐ No

Business Name	Contact Name	Contact Phone	Description	Charges	Description of Charges
ABC	John	8300 0000	Sponsoring Team Challenge	<input type="radio"/> Yes <input checked="" type="radio"/> No	

+ Add representative/sponsor/exhibitor

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

If you select yes a description field will appear.

News Tasks Records Reports **Actions**

Functions & Facility Hire Request Form

Getting Started Contact Facilities **Guests** Food & Drink Services Approval Review

### Attendance

Number of staff	Number of students	Number of external	Total attendance
100	0	0	100

### Admission

Will there be an admissions charge? \*

☐ Yes ☒ No

### High Profile Attendees

Are there any high profile attendees? \*

☐ Yes ☒ No

### Representatives, Sponsors, Exhibitors

Are there any representatives/sponsors/exhibitors? \*

☒ Yes ☐ No

Business Name	Contact Name	Contact Phone	Description ?	Charges	Description of Charges
ABC	John	8300 0000	Sponsoring Team Challenge	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$100 transport fee

+ Add representative/sponsor/exhibitor

**CANCEL** SAVE DRAFT & EXIT **BACK** **NEXT**

When you have finished click next.

The next page will appear as per below.

## Functions & Facility Hire Request Form

Getting Started

Contact

Facilities

Guests

**Food & Drink**

Services

Approval

Review

### Food

Campus	Food will be:	Will the food be catered?	Food Details ?	Caterer Details
City West	<input type="checkbox"/> Served <input type="checkbox"/> Sold	<input type="radio"/> Yes <input type="radio"/> No		

### Alcohol

If a limited licence is required, it must be completed and forwarded to FM Assist via the Application ID and Applicant Name field(s) in this section prior to lodgement with Consumer and Business Services. Consumer and Business Services require a minimum of 14 days to process your request. When applying for a limited license, you must include any catering services detailed in this form. Please use the link below to begin your application and input the Partial Application ID and Applicant Name in the field(s) above.

[How to apply for a limited licence](#)

Campus	Alcohol will be:	Will the alcohol be catered?	Alcohol Details	Caterer Details	Licence
City West	<input type="checkbox"/> Served <input type="checkbox"/> Sold	<input type="radio"/> Yes <input type="radio"/> No			

**CANCEL** SAVE DRAFT & EXIT

BACK NEXT

The next section relates to Food for the function, depending on selection additional sections will become available for details if they are required

Functions & Facility Hire Request Form

Getting Started

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Facilities

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Services

Approval

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Food

Campus

Food will be:

Will the food be catered?

Food Details

Caterer Details

City West

☒ Served

☐ Sold

☐ Yes

☒ No

BBQ Lunch

News

Tasks

Records

Reports

Actions

Working...

Applan

Functions & Facility Hire Request Form

Getting Started

Contact

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Guests

Food & Drink

Services

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Review

Food

Campus

Food will be:

Will the food be catered?

Food Details

Caterer Details

City West

☒ Served

☐ Sold

☒ Yes

☐ No

BBQ Lunch

The Carvery

Functions & Facility Hire Request Form

Getting Started

Contact

Facilities

Guests

Food & Drink

Services

Approval

Review

Food

Campus

Food will be:

Will the food be catered?

Food Details

Caterer Details

City West

☐ Served

☒ Sold

☒ Yes

☐ No

BBQ Lunch

The Carvery

## Functions & Facility Hire Request Form

Getting Started	Contact	Facilities	Guests	Food & Drink	Services	Approval	Review
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### Food

Campus	Food will be:	Will the food be catered?	Food Details	Caterer Details
City West	<input type="checkbox"/> Served <input checked="" type="checkbox"/> Sold	<input type="radio"/> Yes <input checked="" type="radio"/> No	BBQ Lunch	

The next section relates to Alcohol for the function. If you are not serving or selling alcohol this section can be left blank.

If you are planning on serving and/or selling alcohol at this function you will need to tick the appropriate responses in this section.

If you wish to know details on how to apply for a limited license for your function you can click on this link and an instruction page will appear.

### Alcohol

If a limited licence is required, it must be completed and forwarded to FM Assist via the Application ID and Applicant Name field(s) in this section prior to lodgement with Consumer and Business Services. Consumer and Business Services require a minimum of 14 days to process your request. When applying for a limited license, you must include any catering services detailed in this form. Please use the link below to begin your application and input the Partial Application ID and Applicant Name in the field(s) above.

[How to apply for a limited licence](#)

Campus	Alcohol will be:	Will the alcohol be catered?	Alcohol Details	Caterer Details	Licence
City West	<input type="checkbox"/> Served <input type="checkbox"/> Sold	<input type="radio"/> Yes <input type="radio"/> No			

## Application process for a Limited Licence

1. To apply for a Limited Licence click on Consumer & Business Services link; <http://www.cbs.sa.gov.au/>
2. Click 'apply & pay online' button, then expand the 'liquor and gaming' section.
3. Select 'Apply for a limited (one off) liquor licence' Consumer & Business Services ask if you would like to 'Lodge an Online Application' and 'Is This Limited Licence Application Partially saved' which you can select 'no' or 'yes'.
4. Complete online application for a Limited Liquor Licence with event information
5. Once you have entered the event information the last step (submit your application section) will ask you to declare & tick 'The Owner consents to the application'.
6. Once selected 'The Owner consents to the application' a drop down box will appear asking for the 'Owner's name (Campus Facilities Manager – CFM for relevant campus) and contact number.  
City East – Damien Lawson 8302 2208  
Magill – Damien Lawson 8302 4576  
City West – Dominic Marafioti 8302 0770  
Mawson Lakes – Justin Faggotter 8302 3347

7. Save the application and record the generated application number.
8. Applicant is then required to print the online 'Application for Limited Licence' and attached to either the FM-112 'Student Group-Club-Society Function Approval' or the FM-153 Staff Function Approval' form and forward to FM Assist for the Campus Facility Manager to assess and authorise.
9. Once the FM-112 'Student Group-Club-Society Function Approval' or the FM-153 Staff Function Approval' form is authorised by the CFM the applicant will need to proceed to the apply section (steps 1 to 3 of this process) and complete/submit the application for processing by Consumer & Business Services.
10. You will be asked 'Is this Limited Licence Application Partially Saved' please select 'yes' and a drop down menu will appear asking you to enter the 'Partial Application ID:' and 'Applicant Name'.

### Application for a Limited Licence

All applications for a limited licence must be lodged with Consumer and Business Services **at least 14 days before** the event's start date. The application must be accompanied by the prescribed application fee and required documents (see here).

If you are lodging an application **less than 14 days before** your event date you must read [Advice to Applicants - Late Lodgement and Processing Times](#) before you proceed.

Lodgement of your application does not mean your application will be granted. You will be notified of the outcome of your application to the address provided in your application. For more information about which type of Limited Licence you require, please refer to one of the fact sheets below.

Variations to limited licences may be made with the prescribed fee.

To read more about Limited Licences [click here](#).

Depending on which alcohol selection you make additional sections will become available for details if they are required. If a Limited License is required for your function you will be required to enter the application ID number in this box, along with the name of the applicant.

### Alcohol

If a limited licence is required, it must be completed and forwarded to FM Assist via the Application ID and Applicant Name field(s) in this section prior to lodgement with Consumer and Business Services. Consumer and Business Services require a minimum of 14 days to process your request. When applying for a limited license, you must include any catering services detailed in this form. Please use the link below to begin your application and input the Partial Application ID and Applicant Name in the field(s) above.

[How to apply for a limited licence](#)

Campus	Alcohol will be:	Will the alcohol be catered?	Alcohol Details	Caterer Details	Licence
City West	<input checked="" type="checkbox"/> Served <input type="checkbox"/> Sold	<input type="radio"/> Yes <input checked="" type="radio"/> No	Beer Wine and Soft Drinks in plastic cups at lunch time		Partial Limited Licence required 123456Christine Baillie-Strati

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

### Alcohol

If a limited licence is required, it must be completed and forwarded to FM Assist via the Application ID and Applicant Name field(s) in this section prior to lodgement with Consumer and Business Services. Consumer and Business Services require a minimum of 14 days to process your request. When applying for a limited license, you must include any catering services detailed in this form. Please use the link below to begin your application and input the Partial Application ID and Applicant Name in the field(s) above.

[How to apply for a limited licence](#)

Campus	Alcohol will be:	Will the alcohol be catered?	Alcohol Details	Caterer Details	Licence
City West	<input type="checkbox"/> Served <input checked="" type="checkbox"/> Sold	<input type="radio"/> Yes <input checked="" type="radio"/> No	Beer Wine and Soft Drinks in plastic cups at lunch time	West Bar	Partial Limited Licence required Partial Application IDApplicant Name

You can save and exit this application to begin the Limited License application and resume when you have the application ID number. Or you can add an open an additional web browser page and complete concurrently.



If a caterer is Serving or Selling alcohol at your function you will be required to upload a copy of the caterer’s liquor license.

If you do not have a copy of the license you can save and exit this application and resume when you have received a copy.

### Alcohol

If a limited licence is required, it must be completed and forwarded to FM Assist via the Application ID and Applicant Name field(s) in this section prior to lodgement with Consumer and Business Services. Consumer and Business Services require a minimum of 14 days to process your request. When applying for a limited license, you must include any catering services detailed in this form. Please use the link below to begin your application and input the Partial Application ID and Applicant Name in the field(s) above.

[How to apply for a limited licence](#)

Campus	Alcohol will be:	Will the alcohol be catered?	Alcohol Details	Caterer Details	Licence
City West	<input checked="" type="checkbox"/> Served <input type="checkbox"/> Sold	<input checked="" type="radio"/> Yes <input type="radio"/> No	Beer Wine and Soft Drinks in plastic cups at lunch time	West Bar	Caterer Licence required <div><div>UPLOAD</div><div>Drop file here</div></div>

### Alcohol

If a limited licence is required, it must be completed and forwarded to FM Assist via the Application ID and Applicant Name field(s) in this section prior to lodgement with Consumer and Business Services. Consumer and Business Services require a minimum of 14 days to process your request. When applying for a limited license, you must include any catering services detailed in this form. Please use the link below to begin your application and input the Partial Application ID and Applicant Name in the field(s) above.

[How to apply for a limited licence](#)

Campus	Alcohol will be:	Will the alcohol be catered?	Alcohol Details	Caterer Details	Licence
City West	<input type="checkbox"/> Served <input checked="" type="checkbox"/> Sold	<input checked="" type="radio"/> Yes <input type="radio"/> No	Beer Wine and Soft Drinks in plastic cups at lunch time	West Bar	Caterer Licence required <div><div>UPLOAD</div><div>Drop file here</div></div>

Once you have completed this page click Next

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Food

CampusFood will be:Will the food be catered?Food DetailsCaterer Details

City West

☒ Served  
☐ Sold

☐ Yes  
☒ No

BBQ Lunch

Alcohol

If a limited licence is required, it must be completed and forwarded to FM Assist via the Application ID and Applicant Name field(s) in this section prior to judgement with Consumer and Business Services. Consumer and Business Services require a minimum of 14 days to process your request. When applying for a limited license, you must include any catering services detailed in this form. Please use the link below to begin your application and input the Partial Application ID and Applicant Name in the field(s) above.

[How to apply for a limited licence](#)

CampusAlcohol will be:Will the alcohol be catered?Alcohol DetailsCaterer DetailsLicence

City West

☒ Served  
☐ Sold

☐ Yes  
☒ No

Beer Wine and Soft Drinks in plastic cups at lunch time

West Bar

Partial Limited  
Licence required

123465

Christine Baillie-Strati

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

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The next section will appear as per below.

NewsTasksRecordsReportsActions

Appian

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

### Cleaning

Do you require cleaning and waste disposal services? \*

☐ Yes ☐ No

### Security

The issue of a Limited Licence by Consumer and Business Services may stipulate security/crowd control as a requirement. The Campus Facilities Manager will assess the application and may also deem security/crowd control a necessity. If Security staff are required this will be arranged by FM Assist and the cost will be borne by the Student group/applicant. Under no circumstances can it be assumed that University of South Australia Security staff can be used or referred to as crowd controllers for planned events/functions.

Do you require security? \*

☐ Yes ☐ No

### Equipment

The requester is responsible for lodging works orders for delivery and return. With AV equipment, the requester is responsible for collecting and returning equipment to FM Assist.

Do you require additional equipment? \*


☐ Yes ☐ No

Information regarding audio visual equipment

### Additional Documents

Upload additional documentation ?

UPLOAD

 Drop files here

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

The first section relates to cleaning. If you do not require additional cleaning or resources click “No”.



Records / Functions & Facility Hire Requests

## Function & Facilities Hire Request from Mrs Christine Baillie-Stratis - 31

Summary News **Related Actions**

### Functions & Facility Hire Request Form

Getting Started Contact Facilities Guests Food & Drink **Services** Approval Review

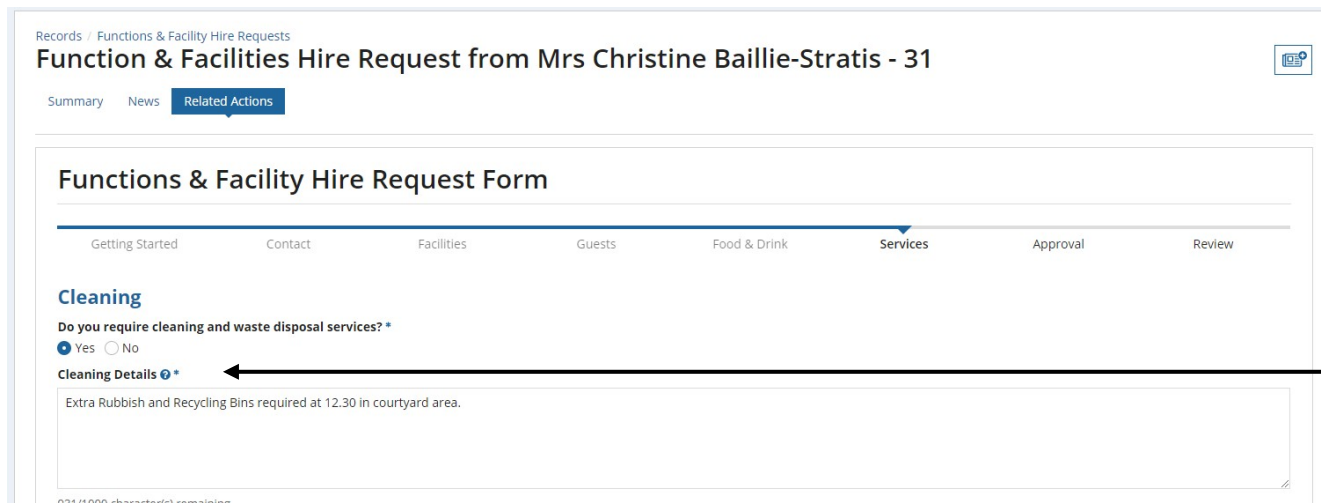
#### Cleaning

Do you require cleaning and waste disposal services? \*

☐ Yes ☒ No

024 / 1000 characters remaining

If you do require additional cleaning or resources such as bins click on “Yes” and an additional details section will appear.



Records / Functions & Facility Hire Requests

## Function & Facilities Hire Request from Mrs Christine Baillie-Stratis - 31

Summary News **Related Actions**

### Functions & Facility Hire Request Form

Getting Started Contact Facilities Guests Food & Drink **Services** Approval Review

#### Cleaning

Do you require cleaning and waste disposal services? \*

☒ Yes ☐ No

**Cleaning Details** ⓘ \*

Extra Rubbish and Recycling Bins required at 12.30 in courtyard area.

024 / 1000 characters remaining

The next section relates to security for your event. You may (liquor license permission may stipulate this requirement or you may have a high profile attendee who has requested additional security presence) or may not be aware of a need for additional security and all requests will be screened by FM Assist and recommendations or requirements will be communicated to you as part of the confirmation process.

931/1000 character(s) remaining

## Security

The issue of a Limited Licence by Consumer and Business Services may stipulate security/crowd control as a requirement. The Campus Facilities Manager will assess the application and may also deem security/crowd control a necessity. If Security staff are required this will be arranged by FM Assist and the cost will be borne by the Student group/applicant. Under no circumstances can it be assumed that University of South Australia Security staff can be used or referred to as crowd controllers for planned events/functions.

**Do you require security? \***

☐ Yes ☒ No

## Security

The issue of a Limited Licence by Consumer and Business Services may stipulate security/crowd control as a requirement. The Campus Facilities Manager will assess the application and may also deem security/crowd control a necessity. If Security staff are required this will be arranged by FM Assist and the cost will be borne by the Student group/applicant. Under no circumstances can it be assumed that University of South Australia Security staff can be used or referred to as crowd controllers for planned events/functions.

**Do you require security? \***

☒ Yes ☐ No

If you require additional equipment that we may be able to assist with and that is NOT covered under the CSR process please use the Yes option and the details section to describe what you are after.

If you do not require any additional equipment please select “No”.

Equipment

The requester is responsible for lodging works orders for delivery and return. With AV equipment, the requester is responsible for collecting and returning equipment to FM Assist.

Do you require additional equipment? \*

☐ Yes ☒ No

Information regarding audio visual equipment

Equipment

The requester is responsible for lodging works orders for delivery and return. With AV equipment, the requester is responsible for collecting and returning equipment to FM Assist.

Do you require additional equipment? \*

☒ Yes ☐ No

Equipment Details ⓘ \*

Portable PA Please

982/1000 character(s) remaining


Information regarding audio visual equipment

If you have any supporting documentation for your event (such as a mud map of the event lay out or a running sheet for the day) please click upload

**Additional Documents**

Upload additional documentation ?

UPLOAD

 Drop files here

When this page is complete select Next.

NewsTasksRecordsReportsActions

Appian

## Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

### Cleaning

Do you require cleaning and waste disposal services? \*

☐ Yes ☒ No

### Security

The issue of a Limited Licence by Consumer and Business Services may stipulate security/crowd control as a requirement. The Campus Facilities Manager will assess the application and may also deem security/crowd control a necessity. If Security staff are required this will be arranged by FM Assist and the cost will be borne by the Student group/applicant. Under no circumstances can it be assumed that University of South Australia Security staff can be used or referred to as crowd controllers for planned events/functions.

Do you require security? \*

☐ Yes ☒ No

### Equipment

The requester is responsible for lodging works orders for delivery and return. With AV equipment, the requester is responsible for collecting and returning equipment to FM Assist.

Do you require additional equipment? \*


☐ Yes ☒ No

Information regarding audio visual equipment

### Additional Documents

Upload additional documentation ?

UPLOAD

 Drop files here

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT



The approval page will appear as per below.

NewsTasksRecordsReportsActions

Appian

Records / Functions & Facility Hire Requests

Function & Facilities Hire Request from Mrs Christine Baillie-Stratis - 31

SummaryNewsRelated Actions

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Approval Details

Do you have the authority to approve this request? \*

☐ Yes

☐ No

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

32

Please note for Staff your General Manager/Unit or Line Manager is typically required to approve your request. For students your approval needs to be from UniSA Sport, USASA, your course coordinator or similar.

Please select the approver and select Next.

NewsTasksRecordsReportsActions

Records / Functions & Facility Hire Requests

Function & Facilities Hire Request from Mrs Christine Baillie-Stratis - 31

SummaryNewsRelated Actions

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Approval Details

Do you have the authority to approve this request? \*

Yes

No

Approver \*

Mr Gordon Todd, Facilities Coordinator FMU

CANCEL

SAVE DRAFT & EXIT

BACK

NEXT

33

If you have the authority to approve please select Yes and then Next.

NewsTasksRecordsReportsActions

Appian

Records / Functions & Facility Hire Requests

Function & Facilities Hire Request from Mrs Christine Baillie-Stratis - 31

SummaryNewsRelated Actions

Functions & Facility Hire Request Form

Getting StartedContactFacilitiesGuestsFood & DrinkServicesApprovalReview

Approval Details

Do you have the authority to approve this request? \*

Yes

No

CANCEL

SAVE DRAFT & EXIT

BACKNEXT

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The review section will display, please check your submitted details for accuracy before proceeding.

Records > Functions & Facility Hire Requests
Function & Facilities Hire Request from Mrs Christine Baillie-Stratis - 31

Summary
News
Related Actions

### Functions & Facility Hire Request Form

Getting Started
Contact
Facilities
Guests
Food & Drink
Services
Approval
Review

#### Function Details

**Function Name** Mid Year Staff Forum

**Function Description** Staff forum to discuss unit performance and tracking against KPI's

<b>Requester</b> Mrs Christine Baillie-Stratis	<b>Contact Name</b> Mrs Christine Baillie-Stratis
<b>Request ID</b> 31	<b>Contact Email</b> Christine.Baillie-Stratis@unisa.edu.au
<b>Approver (HoS)</b> Mrs Christine Baillie-Stratis	<b>Contact Phone</b> 20080

#### Facilities (2)

Campus	Facility	Start & End Date	Set Up & Set Down Date	Details	Capacity
City West	Tutorial Room	<b>From</b> 31/05/2019 9:30 am <b>To</b> 31/05/2019 4:30 pm	<b>Starts</b> 30/05/2019 4:30 pm <b>Ends</b> 31/05/2019 4:30 pm	Prefer HS-02 or Pridham Hall function Rooms	100
City West	Courtyard	<b>From</b> 31/05/2019 12:30 pm <b>To</b> 31/05/2019 2:30 pm	<b>Starts</b> 31/05/2019 11:00 am <b>Ends</b> 31/05/2019 3:00 pm	Between Yungondi and BH Building	100

#### Attendance

Number of staff	Number of students	Number of external	Total attendance
100	0	0	100

#### Admission

**Will there be an admissions charge?**  
No

#### Food

Campus	Food will be:	Food Details	Caterer Details
City West	Served	BBQ Lunch	None

#### Alcohol

Campus	Alcohol will be:	Alcohol Details	Caterer Details	Licence
City West	Served	Beer Wine and Soft Drinks in plastic cups at lunch time	West Bar	Partially Complete Licence <b>Name</b> Christine Baillie-Stratis <b>ID</b> 123465

#### Cleaning

**Cleaning location(s) requested**  
City West

**Cleaning Details**  
Extra Rubbish and Recycling Bins required at 12.30 in courtyard area.

#### Security

**Security location(s) requested**  
None

#### Equipment

**Equipment location(s) requested**  
City West

**Equipment Details**  
Portable PA Please

If you have any additional commentary it can be listed here.

Please read through the Terms associated with your booking and select agree if appropriate. If you do not select agree you will not be able to proceed. Please save your application and contact FM Assist to discuss further.

Please read through the approval checklist (will only appear depending on selections within your application) and select the tick box to agree. If you do not agree you will not be able to proceed. Please save your application and contact FM Assist to discuss Further.

### Before You Submit

#### Additional Comments ⓘ

Any additional comments can be placed here

1958/2000 character(s) remaining

#### I confirm

- I will ensure the facilities are left in a clean and tidy state at the conclusion of the function and understand that failure to do so may result in additional cleaning costs being charged to my Division/School/Unit.
- User/Contact person is responsible to log customer service requests (CSR) and provide details as necessary to FM Assist for reference
- Additional Security may be required at cost to the user
- I understand that the University of South Australia makes no representation about, or accepts liability in relation to any of the goods or services referred to in any of the notices and/or displays exhibited on University grounds and shall be indemnified from all actions, proceedings, claims, demands, damages and costs whatsoever which may be taken or made against the University of South Australia. I further agree to indemnify the University for any damages or losses to buildings and equipment as a result of this function.
- I understand this is an application only and cannot be taken as confirmation or approval for the function and/or room bookings without the authorisation of the Division Manager/Head of School/Unit Manager and the Campus Facilities Manager or nominee.
- This function will be undertaken in compliance with the University By-Laws and Safety and Well Being procedures and Guidelines including the procedure for Drugs and Alcohol.
- I have read, understood and will abide by the current Food Act and will meet the requirements of the Australian New Zealand Food Standards Code. Food will be stored, cooked and served in hygienic conditions.
- The Outdoor Kitchen will be operated in accordance with the Outdoor Kitchen Operating Instructions provided with the key at the time of use.
- If a limited Limited License has been requested, it must be displayed at the event.
- The University is committed to providing and maintaining a safe and healthy environment for staff, students, and visitors, and as such activities or functions held on campus should be undertaken in compliance with the University's By-laws and Safety and Well Being Procedures and Guidelines including the procedure for Drugs and Alcohol.
- The University is committed to providing and maintaining a safe and healthy environment for staff, students, and visitors, and as such activities or functions held on campus should be undertaken in compliance with the University's By-laws and Safety and Well Being Procedures and Guidelines including the procedure for Drugs and Alcohol.
- That all of the information above is correct and complete.

☒ I agree to these terms.

#### Approval Checklist

☒ I certify that a background check has been completed and confirm each of the above listed External Guests/Representatives/Sponsors/Exhibitors do not have a conflict of interest in any way or form with the University of South Australia. The above External Guests/Representatives/Sponsors/Exhibitors have been made aware of, and understand they are obliged to comply with UniSA WHS policies and procedures.

#### Reason for Approval / Rejection

Provide a reason why the request was approved or rejected...

2000/2000 character(s) remaining

To finish your request press the Submit Button.

#### I confirm

- I will ensure the facilities are left in a clean and tidy state at the conclusion of the function and understand that failure to do so may result in additional cleaning costs being charged to my Division/School/Unit.
- User/Contact person is responsible to log customer service requests (CSR) and provide details as necessary to FM Assist for reference
- Additional Security may be required at cost to the user
- I understand that the University of South Australia makes no representation about, or accepts liability in relation to any of the goods or services referred to in any of the notices and/or displays exhibited on University grounds and shall be indemnified from all actions, proceedings, claims, demands, damages and costs whatsoever which may be taken or made against the University of South Australia. I further agree to indemnify the University for any damages or losses to buildings and equipment as a result of this function.
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- The University is committed to providing and maintaining a safe and healthy environment for staff, students, and visitors, and as such activities or functions held on campus should be undertaken in compliance with the University's By-laws and Safety and Well Being Procedures and Guidelines including the procedure for Drugs and Alcohol.
- That all of the information above is correct and complete.

☒ I agree to these terms.

#### Approval Checklist

☒ I certify that a background check has been completed and confirm each of the above listed External Guests/Representatives/Sponsors/Exhibitors do not have a conflict of interest in any way or form with the University of South Australia. The above External Guests/Representatives/Sponsors/Exhibitors have been made aware of, and understand they are obliged to comply with UniSA WHS policies and procedures.

#### Reason for Approval / Rejection

*Provide a reason why the request was approved or rejected...*

2000/2000 character(s) remaining

CANCEL

SAVE DRAFT & EXIT

BACK

SUBMIT & APPROVE

You will receive an email indicating you have successfully submitted your application. Further notifications will follow during your applications progress.

Dear Christine,

Your Functions & Facility Hire request has been successfully submitted. You will receive a response from facilities management from your selected campus.

**See the request below:**

[Link to Request](#)

For any enquiries, contact FM Assist directly.

Regards,  
FM Assist

*Online Administration with Appian*

*Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.*

Dear Christine,

Your Functions & Facility Hire request has been successfully submitted. You will receive a response from facilities management from your selected campus following the approval of your request by your selected approver.

**See the request below:**

[Link to Request](#)

For any enquiries, contact FM Assist directly.

Regards,  
FM Assist

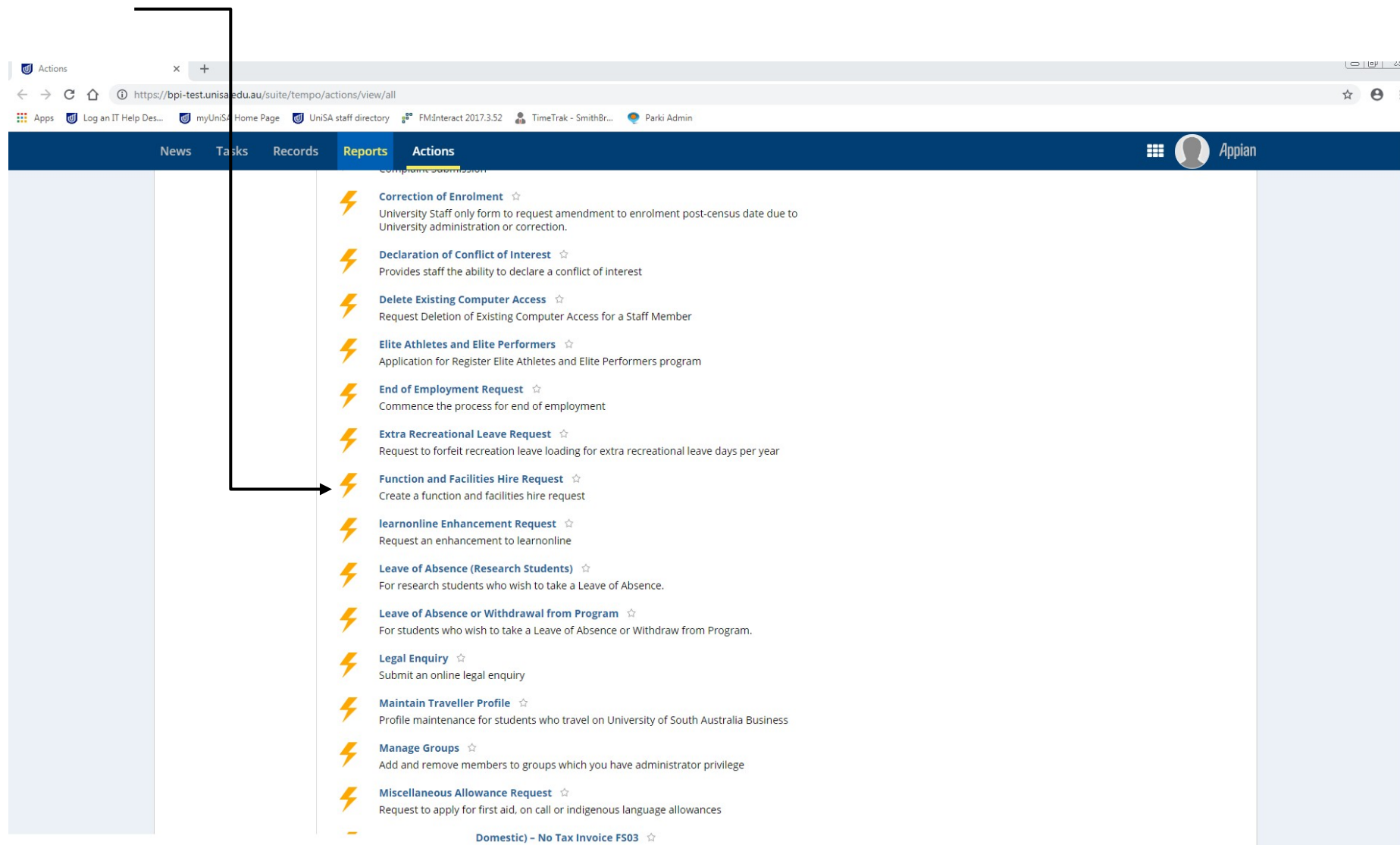
*Online Administration with Appian*

*Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.*



# Room Booking Application

Click on Function and Facilities Hire Request.



The screenshot shows the Appian user interface. At the top, there is a navigation bar with tabs for News, Tasks, Records, Reports, and Actions. The Actions tab is currently selected. Below the navigation bar, a list of actions is displayed, each preceded by a red lightning bolt icon. A red arrow points from the text 'Click on Function and Facilities Hire Request.' to the 'Function and Facilities Hire Request' action in the list.

Action Name	Description
Correction of Enrolment	University Staff only form to request amendment to enrolment post-census date due to University administration or correction.
Declaration of Conflict of Interest	Provides staff the ability to declare a conflict of interest
Delete Existing Computer Access	Request Deletion of Existing Computer Access for a Staff Member
Elite Athletes and Elite Performers	Application for Register Elite Athletes and Elite Performers program
End of Employment Request	Commence the process for end of employment
Extra Recreational Leave Request	Request to forfeit recreation leave loading for extra recreational leave days per year
Function and Facilities Hire Request	Create a function and facilities hire request
learnonline Enhancement Request	Request an enhancement to learnonline
Leave of Absence (Research Students)	For research students who wish to take a Leave of Absence.
Leave of Absence or Withdrawal from Program	For students who wish to take a Leave of Absence or Withdraw from Program.
Legal Enquiry	Submit an online legal enquiry
Maintain Traveller Profile	Profile maintenance for students who travel on University of South Australia Business
Manage Groups	Add and remove members to groups which you have administrator privilege
Miscellaneous Allowance Request	Request to apply for first aid, on call or indigenous language allowances
Domestic - No Tax Invoice FS03	



For a plain room booking request that has no additional requirements and will not become part of a function at a later time click on the Room Booking Tab

The screenshot shows a web browser window with the URL `https://bpi-test.unisa.edu.au/suite/tempo/actions/item/ksBpKaeuFEWNMza7zCuUlpKyyQsqJCxFKg12xSKDuQSkSiDkoHHgvCUu6t2IG238Sm2Mi-MMakieSQsEe5qy710Ww6vKH7fbm4OE`. The browser's address bar and tabs are visible at the top. Below the browser window is a dark blue navigation bar with the following tabs: News, Tasks, Records, Reports, and Actions. The Actions tab is currently selected and highlighted with a yellow underline. In the top right corner of the navigation bar, there is a user profile icon labeled 'Appian'.

The main content area of the page is titled 'Functions & Facility Hire Request Form'. Below the title, there is a section titled 'Getting Started' with the text 'What would you like to do?'. This section contains two large blue rectangular buttons. The left button is labeled 'Room Booking' and features a white key icon with the text 'Single Booking' below it. The right button is labeled 'Functions & Facility Hire' and contains a grid of six white icons with labels: 'Facilities' (building icon), 'Food/Drink' (fork and knife icon), 'Guests' (group of people icon), 'Security' (person with ID card icon), 'Parking' (car icon), and 'Services' (trash can icon). At the bottom left of the form, there is a red rectangular button labeled 'CANCEL'.

A black arrow originates from the top left of the page and points directly to the 'Room Booking' button.

The room booking request form will appear as per below.

Function and Facilities Hire Reque

https://bpi-test.unisa.edu.au/suite/tempo/actions/item/ksBpKaeuFEWNMZA7zCuUIzpKyyQsqJCxFkg12xSKDuQSkSiDkoHHgvCUu6t2IG238Sm2Mi-MMaKieSQsEe5qy710Ww6vKH7fbm4OE

AppsLog an IT Help Des...myUniSA Home PageUniSA staff directoryFMInteract 2017.3.52TimeTrak - SmithBr...Parki Admin

NewsTasksRecordsReportsActions

Appian

# Room Booking Request Form

## Facility

If your facility type is not listed please submit a Functions & Facility Hire request instead.

Campus	Facility	Start Date/Time	End Date/Time	Room Details	Capacity
-- Select --	-- Select --	dd/mm/yyyy	hh:mm am	dd/mm/yyyy	hh:mm am

List of bookable rooms and facilities

## Activity

1000/1000 character(s) remaining

## Additional Comments

2000/2000 character(s) remaining

## Additional Documents

UPLOADDrop files here

## Before You Submit

I confirm

- I will ensure the facilities are left in a clean and tidy state at the conclusion of the function and understand that failure to do so may result in additional cleaning costs being charged to my Division/School/Unit.
- User/Contact person is responsible to log customer service requests (CSR) and provide details as necessary to FM Assist for reference
- Additional Security may be required at cost to the user
- I understand that the University of South Australia makes no representation about, or accepts liability in relation to any of the goods or services referred to in any of the notices and/or displays exhibited on

Start by completing the first line of details

Function and Facilities Hire Reque X

https://bpi-test.unisa.edu.au/suite/tempo/actions/item/ksBpKaeuFEWNmZa7zCuUIzpKyyQsq/CxFKg12xSKDuQSkSiDkoHHgvCUu6t2IG238Sm2Mi-MMAkieSQsEe5qy710Ww6vKH7fbm4OE

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News Tasks Records Reports **Actions**

Appian

### Room Booking Request Form

**Facility**

If your facility type is not listed please submit a Functions & Facility Hire request instead.

Campus	Facility	Start Date/Time		End Date/Time		Room Details	Capacity
City West	Meeting Room	29/05/2019	10:00	29/05/2019	12:30	prefer JS7-04	15

[List of bookable rooms and facilities](#)

**Activity**

1000/1000 character(s) remaining

**Additional Comments**

If you are unsure of which room you would like or would prefer to view a list of rooms for your chosen campus click on this link

The Find a room page will load on a separate tab allowing you to look through the various options available. Once finished you can close down the individual tab (note do not close down the whole program as you will lose your room booking request)


Function and Facilities Hire

Find a room - Campus facilities

+

University of South Australia | <https://www.unisa.edu.au/Campus-Facilities/Hire-UniSA-facilities/Find-a-room/>

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University of South Australia

STUDY RESEARCH PARTNER NEWS & EVENTS LOGIN 🔍 ☰

Home > Campus facilities > Hire UniSA facilities > Find a room

Hire UniSA facilities

Outdoor cooking facilities >

Catering >

Find a room >


Audio visual equipment >

Find a room

Take a look through the various spaces available for hire across the University. Full room details are listed, including audio visual capacity.

To make a booking contact FM Assist.


Search by campus



City East

Stately North Terrace frontage combined with modern facilities – City East is central and convenient.


> Find a room



City West

The modern City West campus offers a space for every occasion in a convenient location.


> Find a room



Magill

The Magill campus combines heritage buildings with modern architecture amid a gum tree and creek setting.

> Find a room



Mawson Lakes

Mawson Lakes is a spacious, modern campus with natural surroundings, 12km north of the city.

> Find a room

43

The next step is to add in your activity details for example the purpose the room will be used for. Any additional details or comments can be added in here.

News Tasks Records Reports **Actions**

If your facility type is not listed please submit a Functions & Facility Hire request instead.

Campus	Facility	Start Date/Time		End Date/Time		Room Details	Capacity
City West	Meeting Room	29/05/2019	10:00	29/05/2019	12:30	prefer JS7-04	15

[List of bookable rooms and facilities](#)

**Activity** \*

Department Meeting

982/1000 character(s) remaining

**Additional Comments**

Please secure same room on the 29/06/2019 as well

1951/2000 character(s) remaining

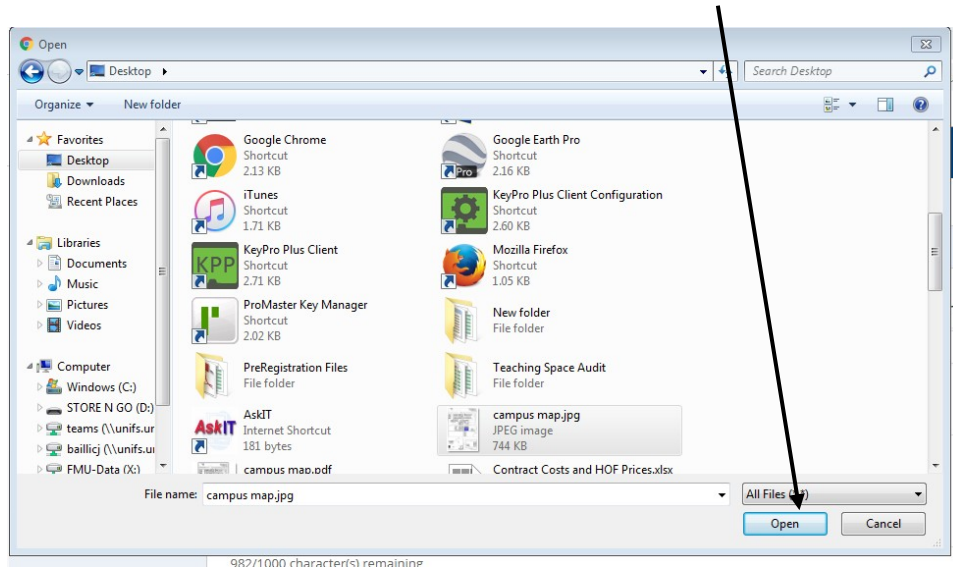
If you have any supporting or related documents to include with the request click on the upload button under Additional Documents heading.

1951/2000 character(s) remaining

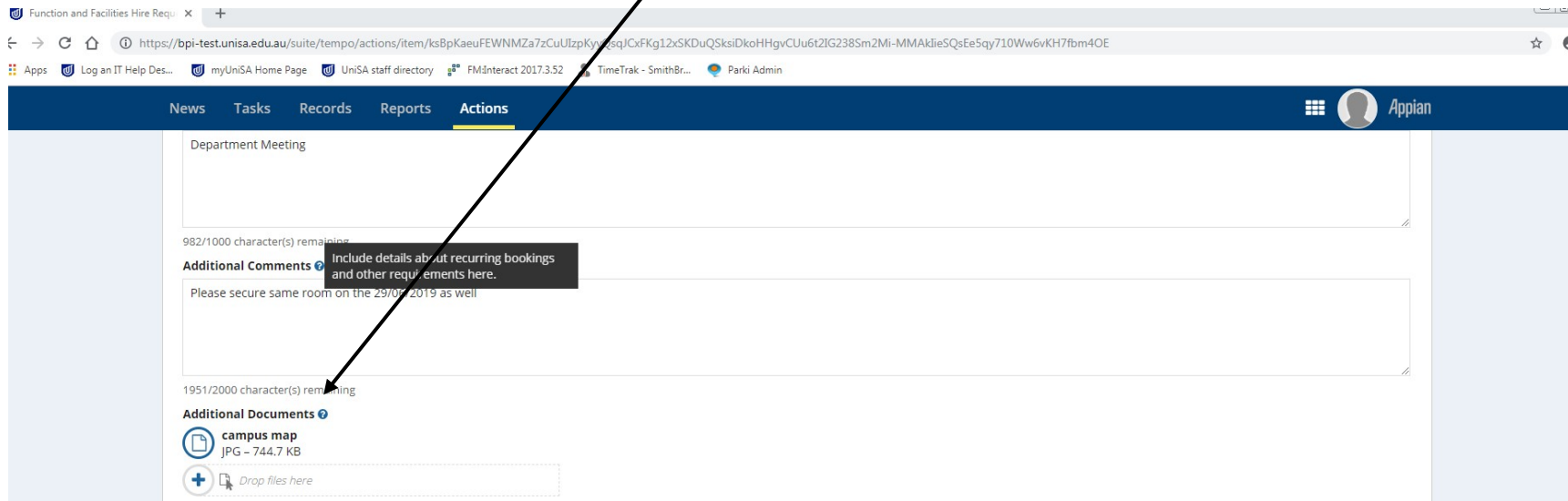
**Additional Documents**

UPLOAD Drop files here

Select which document you wish to upload and click Open



Once successfully uploaded the document will appear here



The final step is to read through the confirmation items at the bottom of the page. You will need to agree to these terms and conditions to proceed with your request. Click the check box to signal your understanding and agreement to these items and then click the Submit Button.

Function and Facilities Hire Request

https://bpi-test.unisa.edu.au/suite/tempo/actions/item/ks8pKaeuFEWNMza7zCuUlpKyyQsqJcXfKg12xSKDuQSkSiDkoHHgvCUu6t2IG238Sm2Mi-MMakieSQse5qy710Ww6vKH7fbn4OE

Apps Log an IT Help Des... myUniSA Home Page UniSA staff directory FMInteract 2017.3.52 TimeTrak - SmithBr... Parki Admin

News Tasks Records Reports **Actions**

Department Meeting


982/1000 character(s) remaining



**Additional Comments**

Please secure same room on the 29/06/2019 as well

1951/2000 character(s) remaining

**Additional Documents**

 **campus map**  
JPG - 744.7 KB

  Drop files here

**Before You Submit**

**I confirm**

- I will ensure the facilities are left in a clean and tidy state at the conclusion of the function and understand that failure to do so may result in additional cleaning costs being charged to my Division/School/Unit.
- User/Contact person is responsible to log customer service requests (CSR) and provide details as necessary to FM Assist for reference
- Additional Security may be required at cost to the user
- I understand that the University of South Australia makes no representation about, or accepts liability in relation to any of the goods or services referred to in any of the notices and/or displays exhibited on University grounds and shall be indemnified from all actions, proceedings, claims, demands, damages and costs whatsoever which may be taken or made against the University of South Australia. I further agree to indemnify the University for any damages or losses to buildings and equipment as a result of this function.
- I understand this is an application only and cannot be taken as confirmation or approval for the function and/or room bookings without the authorisation of the Division Manager/Head of School/Unit Manager and the Campus Facilities Manager or nominee.
- That all of the information above is correct and complete.

☒ I agree to these terms.

**CANCEL** **BACK** **SUBMIT**

You will get a confirmation email once your request has been successfully submitted. Please note this does not indicate your request has been processed and the room secured for use at this stage. A separate confirmation or further correspondence will come from the FM Assist Team shortly.

Icons: Mail, Save, Undo, Redo, Up, Down, Filter

FILE MESSAGE ADOBE PDF

Ignore Delete Reply Reply All Forward Meeting IM More

\*\*\*General To Manager Team Email Done Reply & Delete Create New

Move Rules OneNote Actions

Mark Unread Categorize Follow Up


Translate Find Related Select


Zoom

Tue 21/05/2019 3:23 PM

Function and Facilities Hire Request <processmodel4397@bpi-test.unisa.edu.au>

**Your Room Booking request has been submitted**

To  Christine Baillie-Stratis

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Christine,

Your Room Booking request has been successfully submitted. You will receive a response from facilities management from your selected campus.

**See the request below:**

[Link to Request](#)

For any enquiries, contact FM Assist directly.

Regards,  
FM Assist

**Online Administration with Appian**

Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.