**Step 1)**

* Email Facilities Officer details regarding your booking:
* [mitchell.noye@flinders.edu.au](mailto:mitchell.noye@flinders.edu.au)
* Dates of booking (e.g. 01/01/2017-3/03/2017)
* Day of booking (e.g. Wednesdays)
* Time of booking (e.g. 10:00am-1:30pm)
* Space wanted (e.g. Sports Hall, Sturt Oval)

**Step 2)**

* Prepare alternate plan, incase desired time/space/dates are unavailable.

**Step 3)**

* Await response from facilities officer in regards to the availability of your proposed booking.

**Step 4)**

* Booking time/space/date is ***available***, you will then:
* Send through a copy of your insurance/certificate of currency to Facilities officer ([mitchell.noye@flinders.edu.au](mailto:mitchell.noye@flinders.edu.au)).
* Send through a signed copy of the forwarded hire agreement form.

**Step 4a)**

* Booking time/space/date is ***unavailable***, you will then:
* Put step 3 into action and start from step 1.

**Step 5)**

* Await confirmation from facilities officer, once insurance and hire agreement received.
* Indicate that you want to be invoiced either monthly or at the end of your booking (lump sum).

**Step 6)**

* Attend facility booking times periodically.

**Step 7)**

* Await invoice for facility booking following the closest 1st of the month once your booking has finished (e.g. booking is 16th of January, invoice sent out following 1st of February) if invoicing **monthly.**
* Await invoice for facility booking following the closest 1st of the month once your booking has finished. (e.g. last date of booking is the 16th of January, invoice sent out following 1st of February) if invoicing **at the end of booking**.