**Step 1)**

* Email Facilities Officer details regarding your booking:
* [mitchell.noye@flinders.edu.au](mailto:mitchell.noye@flinders.edu.au)
* Date of booking (e.g. 01/01/2000)
* Day of booking (e.g. Wednesday)
* 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/date is 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.

**Step 6)**

* Attend facility booking time.

**Step 7)**

* Await invoice for facility booking following the closest 1st of the month (e.g. booking is 16th of January, invoice sent out following 1st of February.