**Step 1)**

* Email Facilities Officer details regarding your desired 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 wait confirmation from Facilities Officer.

**Step 4a)**

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

**Step 5)**

* Attend facility booking times periodically.

**NOTE: DESIRED CLUB BOOKINGS ARE REQUIRED TO BE SUBMITTED WITH AFFILIATION DOCUMENT.**

**NOTE: CLUBS WILL NOT BE GUARANTEED THEIR DESIRED TIME/BOOKING. ALL CLUBS WILL BE REQUIRED TO WORK WITH ONE ANOTHER TO GET THE BEST OUTCOME FOR ALL.**