**Step 1)**

* Email Facilities Officer details regarding your desired booking:
* [mitchell.noye@flinders.edu.au](mailto:mitchell.noye@flinders.edu.au)
* Date of booking (e.g 3/03/2017).
* Day of booking (e.g. Wednesday).
* Time of booking (e.g. 6:00pm-8:00pm).
* Space wanted (e.g. Pavillion).
* Reason (e.g. Committee meeting).

**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 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 time.

**ONE OFF BOOKINGS ARE REQUIRED MINIMUM OF 2 WEEKS PRIOR TO DESIRED DATE**