Function Centre

Booking Information - FAQs

Where is the Conference Room?
The Conference Room is located on the lower floor of Flinders University Function Centre, corner of Humanities and Ring Roads, opposite car park 5. If your booking is outside of business hours call Security on 8201 2880 to gain access to the building.

How do I book the Conference Room?
Staff with access to non-teaching room bookings module on Student Two may book the Conference Room for University meetings or events. Include enough time prior to the start of your event to arrange the furniture to your liking. External enquiries can be directed to Bronwyn Emery on (08) 8201 3112.

Meeting / Event checklist

SIGNAGE - Please bring an A4 sheet indicating the name of your event to place in the entrance foyer sign stand for the convenience of your delegates. Posters or signs are not to be stuck to walls or windows, but can be attached to poster-boards on site (please provide your own Velcro for this).

AUDIO VISUAL NEEDS - If your speaker plans to give a data projector presentation, we advise you contact the University’s Lecture Theatre Support on 8201 2345 (Monday-Friday) at least 5 days prior to your event to arrange VGA cord connection to your laptop. It is advisable to load your presentation onto a USB.

CATERING - For catering Mondays-Fridays only, contact the Catering Coordinator at FlindersOne on either 8201 2783 or mobile 0431 500 856. To self cater, a large urn (20-litre) and fridge are located in the attached kitchen area. Coffee mugs, glassware, crockery and cutlery are supplied on the understanding that they are put through the dishwasher, dried and replaced on shelves after use. Cooking of food is not permitted.

ALCOHOL - Flinders University staff planning to serve alcohol at Departmental events must complete the Application for permission to consume alcohol on University premises form and send to the Registrar, Central Administration, for approval at least seven days prior to your event. External hirers should contact Bronwyn Emery on 8201 3112.

The filtered water unit in the Conference Room is operated by pouring tap water in the top of the fixed water bottle on the unit, using one of the 11-litre bottles or a jug from the kitchen.

What else besides AV is in the Conference Room?
There is an electronic whiteboard and 4 flipchart stands provided for users. It is your responsibility to bring flipchart or butchers paper if you plan to use them.

Air conditioner control panels are on both columns in the Conference Room and on the western wall of the break-out room. Select heating or cooling, set fan to low and desired temperature. Press red button to start or to switch off.

What do I need to do when my event is finished?
Call Security on extension 1-2880, using the phone supplied in the Conference Room, to lock up when you are finished. Please turn off all lights, air conditioners and the dishwasher and report any broken or damaged items to Buildings and Property on 8201 2181. Please place all rubbish into the large green bin in the kitchen.

What else do I need to be aware of?
OH&S obligations to be passed on to delegates. The Function Centre is a smoke-free zone as per Flinders University policy. Smoking is only permitted 10 metres from any entrance or doorway.

If the fire alarm sounds during office hours please wait for the building fire warden to advise you of the situation. If your event is held out of hours and the alarm sounds, make your way safely to the western end of Humanities Road, at the front of the Function Centre.