

EXTERNAL ROOM BOOKINGS

To enquire about using our facility, please fill out the external room enquiry form on our website.





WHO WE ARE

CUC Snowy Monaro is a part of the Country Universities Centre (CUC) network. This network consists of Regional University Study Hubs across NSW, QLD, VIC, TAS and Norfolk Island. Each Centre is locally owned, governed and operated for the benefit of their local community. CUC Snowy Monaro is generously supported by the Regional University Study Hubs (Department of Education, Australian Government), NSW State Government and Snowy Monaro Regional Council.

We support all students studying any course through any provider. Students who register with CUC Snowy Monaro can receive face-to-face academic support, study spaces, exam support, access to high-speed internet and technology, wellbeing, and a local learning community of other students from their communities.

ROOM BOOKINGS

CUC Snowy Monaro offer free room bookings to other local not-for-profits and charities. The offer is not for ongoing or regular room bookings.

Room bookings are subject to availability and recognise that our students and team members are prioritised over external users. We do not offer room bookings to for-profit organisations. **All external users must provide us with a valid public liability insurance certificate.**

We offer access to free WIFI with high-speed internet (100 Mbps connection) and large screens that can be connected to your laptop via HDMI. **Users are responsible for cleaning the space after use; instructions are visible in all rooms.**

Because this is a fee free arrangement, we ask that you pay for all damages that may occur when you are using our facility

CUCSM CLEANING

Checklist

As this room is provided free of charge, we kindly ask that you leave it clean and tidy for the next users.

- Clean the whiteboards
- Vacuum the floor
- Close all the blinds
- Tuck the chairs in
- Wipe down desks with provided appliances
- Empty the bins and re-bag
- Lock the door and return the key (Shed)

HIRING/USING A SPACE

To enquire about using our facility, you are encouraged to fill out the external room booking form on our website: <https://www.cucsnowymonaro.edu.au/external-room-booking-enquiries/>

DETAILS WE NEED

- Your contact details
- Contact details of the person responsible on the day of the booking
- Your website
- Date of booking
- Time of booking
- Which space would you like to book
- The total number of people attending
- Will you be using the kitchen facilities in the main building?

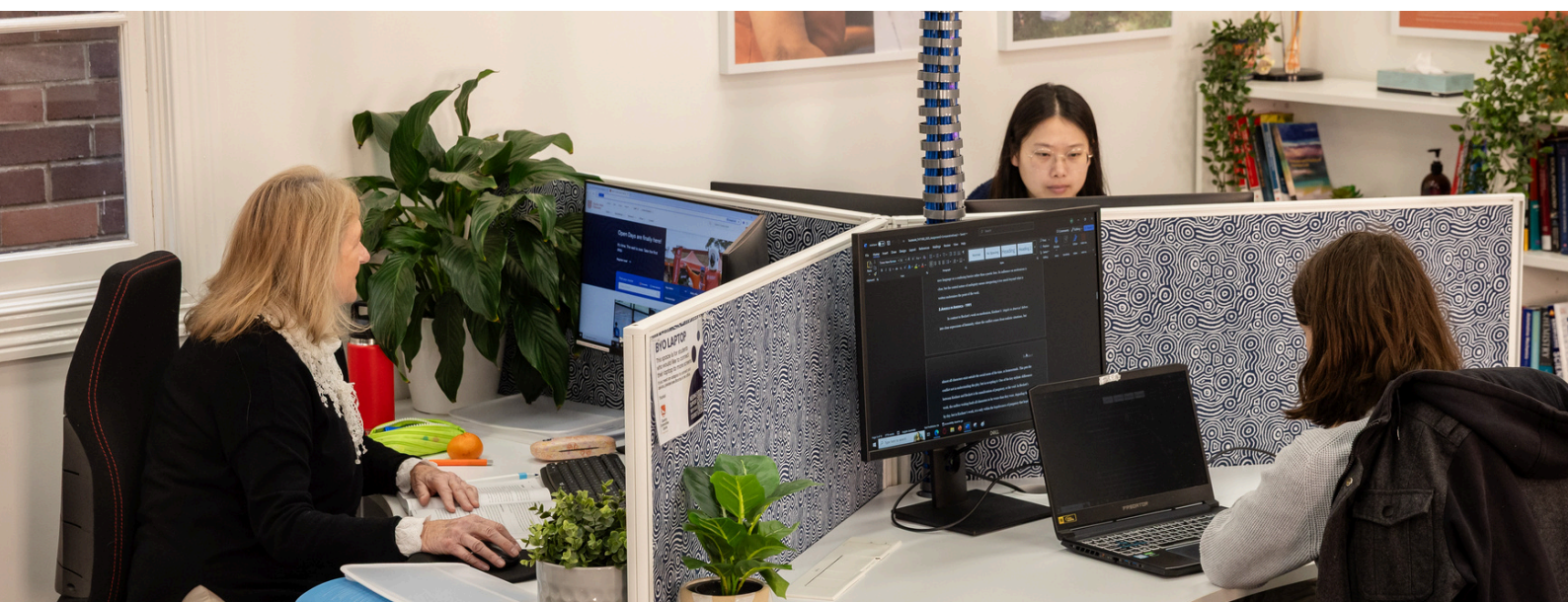
For urgent enquiries, please call the Centre Manager on 0437 344 620

USING THE FACILITIES

We ask that our external users respect that our core business is providing a reliable, quiet and safe space for our local students to study. Please use our facility with this in mind.

The car park is provided for CUC Snowy Monaro registered students and team members. **External users are asked to park off-site** (excluding those who have identified ability needs). Please ensure you are familiar with the surrounding parking limits.

Cleaning products and a vacuum are provided in each space for your use. Please leave the space clean and tidy.



AVAILABLE SPACES

THE LECTURE ROOM

This space is located in the main building and is suitable for no more than 12 people**. The room is conveniently positioned near all three exit doors, the bathrooms, the kitchen, and the meal space. You are welcome to share these spaces, the fridge, hot drink facilities and dishwasher with the Centre's students and team members.

This space is suitable for groups who are reasonably quiet because the space is located near the main study space where we have our students quietly working.

The lecture room is set up with the following resources:

- 2 Large, wall-mounted whiteboards
- Wall mounted, large screen with external microphone and speakers and HDMI input for connecting your laptop (connectors are not supplied)
- 4 large tables
- Chairs
- Reverse cycle air conditioning
- Electronic blinds
- Power points on each wall



*** Due to space, noise and other distractions that may affect our students, we are unable to provide a space for more people than the number specified for each room above. Please find another location if our spaces are too small for your needs.*

The guest WIFI password is located in each room



THE SHED

As the name suggests, this is a Shed that sits at the back of our car park. We have recently renovated this area, and it now provides a great group study/meeting space. The Shed is suitable for no more than 16 people**.

The Shed does NOT have water attached to the building, so users must walk across the car park to the main building to use bathroom facilities (an access card to the main building is hanging by the Shed door). This is usually not a problem; however, when wet, the car park is muddy and it is messy to move across to use the facilities in the building.

The Shed has a very small kitchenette with a bar fridge and some basic cutlery and plates. Please keep in mind that the water for the kettle must be sourced externally or brought in.

The Shed is set up with the following resources:

- Breakout room with teleconferencing capabilities
- Large TV on the back wall in the main room with device connection cables
- Large wall-mounted whiteboard
- 4 large tables
- Chairs
- Reverse cycle air conditioning
- Block out blinds
- Power points on each wall
- Free WIFI



*The guest WIFI password
is located in each room*

OUR TEAM



NADINE HOLLAND
CENTRE MANAGER

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BRONTE TOZER
CENTRE COORDINATOR

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OUR BOARD

CAROLYN EWART
CHAIR, LIFE MEMBER

DARREN DAVIS
DEPUTY CHAIR

FRANCES ROBERTSON
SECRETARY

IAIN ELLIOT
TREASURER

NARELLE DAVIS
DIRECTOR

KERRIE HARIS
DIRECTOR

ERIN MISKELLY
DIRECTOR

KATHLEEN MATTHEWS
DIRECTOR

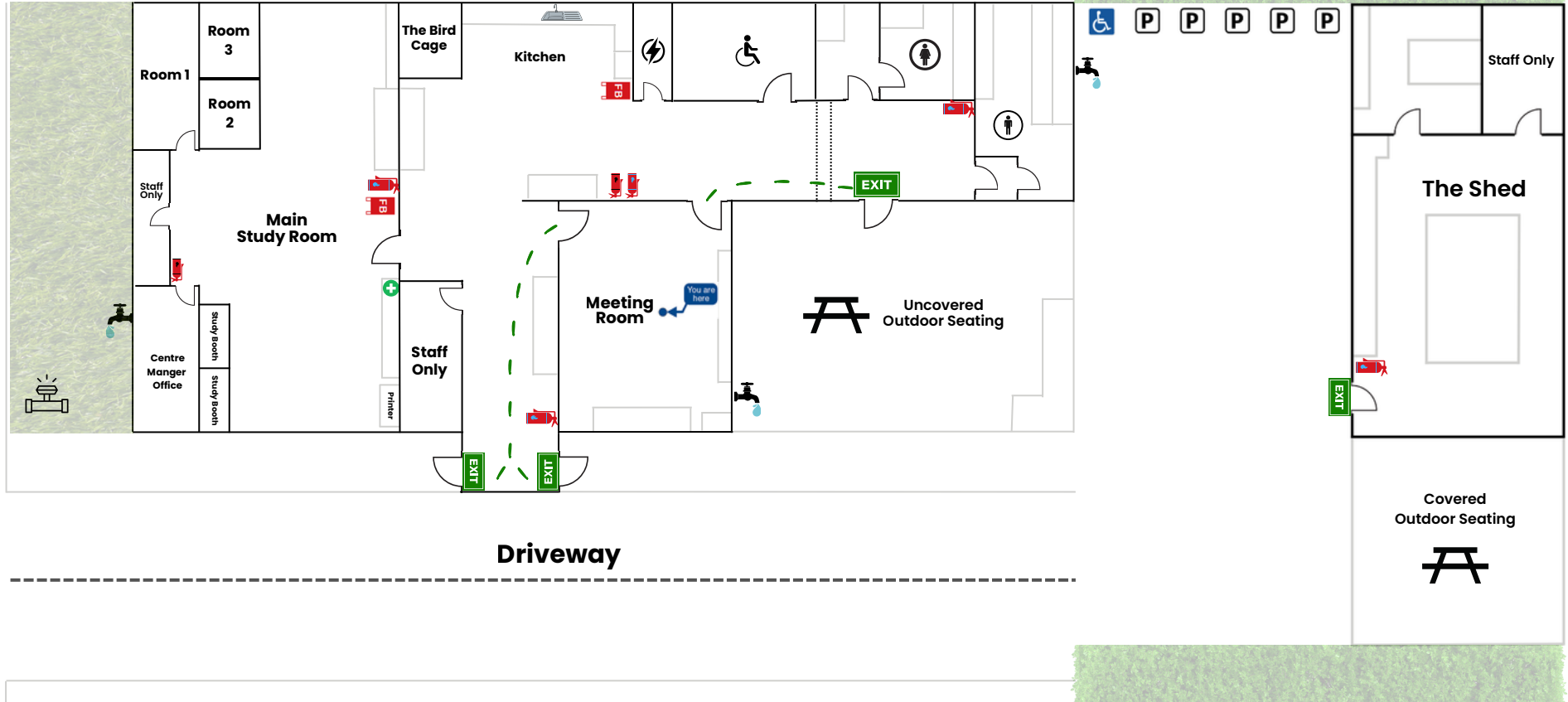


EVACUATION DIAGRAM

CUC Snowy Monaro
38 Bombala Street, Cooma NSW 2630
Access street: Bombala Street
Nearest cross street: Commissioner Street



Bombala Street



Key

	First Aid		Exit Door		Parking		Outdoor Water
	Disability Parking		Your Location		Outdoor Seating		Electrical Room
	Fire Blanket		Dry Powder Extinguisher		Co2 Extinguisher		Assembly Area
	Water Main		Exit Route				

Contacts

Emergency Services	000
Cooma Hospital	6455 3222
Cooma Fire Station	6453 4763
Cooma Police Station	6452 0099
Centre Manager	0437 344 620

Procedure

- Follow staff instructions
- Outside of business hours, alert present personnel and evacuate immediately through the closest, safest exit
- Call 000
- Go to the assembly area and wait for emergency services & further instructions

live locally **STUDY LOCALLY** work locally

CONTACT

We are generally staffed between 9am–5pm each weekday however, due to our community engagement activities you should not rely on this.

To enquire to use our facility, you are encouraged to contact us via email at:
degrees@cucsnowymonaro.edu.au

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MORE INFORMATION



www.cucsnowymonaro.edu.au



CUC Snowy Monaro



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