

Circular

Title:	Booking Forms - Lawn Area and Reserves / Indoor Rowing Room and Coastal Boats
Document ID:	C24023 – Booking Form Process
Audience:	Club Presidents / Secretaries / Treasurers / School DOR
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Booking Process

In 2023 Rowing SA implemented a process for clubs and schools to utilise for booking:

- Reserve trailer space on the Northern Reserve (Rowing SA manage this on behalf of the Council)
- Lawn Space outside Oar Café
- Using the Indoor Rowing Room
- Use of the Coastal Boats.

This process helps ensure fair and organised access to these shared spaces, allowing us to manage requests efficiently and avoid scheduling conflicts.

Booking Process for Reserving Lawn Space

1. Review Availability
Check the availability of lawn spaces by visiting the online booking calendar.
<https://rowingsa.asn.au/bookings/>
2. Complete the Booking Form
Once the form is filled out, the booking request will be confirmed by Rowing SA in the form of a calendar invitation via google.
3. A follow-up will be sent within 24 hours to confirm the reservation.

Please follow the same process for using the Indoor Rowing Room and Coastal Boat Bookings

Should you have any questions or need assistance with the process, feel free to reach out to Christine, who will assist you at any time.

Thank you for your support, it is much appreciated.

Kind regards

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