Venue Hire Policy

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<th>Policy Title</th>
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<tr>
<td>Review Date</td>
<td>October 2010</td>
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**Purpose**

This policy provides principles for the use and allocation of University teaching spaces for internal and external purposes.

**Scope**

The Allocation and Hire of Venues policy applies to the use of University spaces for purposes such as:

- Teaching, learning and research
- Core business activities other than teaching, learning and research
- Bookings by University departments for adhoc or regular meetings
- Bookings by University departments for activities such as symposia, conferences, and public lectures
- Bookings by Student Groups associated with the Student Union
- Bookings by external organisations or individuals for events approved by the University as suitable for the campus, such as symposia, conferences, public lectures.

This policy is intended to cover centrally managed spaces as well as departmentally owned spaces. It does not cover specific spaces managed by discrete entities, University affiliates and Colleges. It does not include use of University grounds.

**Authority**

Approval for use of university venues for the teaching and research program of the University is the responsibility of the President of the Academic Board. Approval for use of university venues for other purposes is the responsibility of the Deputy Vice Chancellor (University Affairs).

**Definitions**

**Affiliate:** Affiliates are partners of the University including colleges, educational establishments, student residence and other institutions or organisations with a formal relationship under the “Act for Affiliated Bodies”.

**Affiliate Booking:** A booking allocation made for a University affiliate. For booking allocation purposes a University affiliate is treated in the same manner as a University Department

**Booking:** A tentative or confirmed allocation of a particular space/room/venue for usage as per the Booking Request

**Deposit:** an amount paid on request to secure a booking to confirmed status.

**Booking request:** a request to use or hire a particular space/room/venue for a specific purpose. The request is not in itself a confirmation of allocation for the use, and can be declined, confirmed or placed on hold pending further action.

**External:** relates to a booking involving a person or organisation outside the University, so is not a department, affiliate or student union affiliated student group. This includes any bookings made by a staff member of the University where costs are not managed through internal chargeouts via Themis to the relevant department.
**Fee Waiver:** A reduction in the cost of Hire for a venue/facility/space on the basis of specific criteria.

**Internal:** relates to a department or University affiliate within the University. It implies that costs will be managed through internal chargeouts via Themis to the relevant department, or affiliate.

**Hire:** temporary rental of a venue/facility/space in accordance with this policy and where applicable, the terms of the Licence Agreement.

**Licence Agreement:** The contract signed by an external client as a condition of Hire, setting out the terms and conditions of the Hire.

**Space:** A designated room, venue, facility or area made available for usage or a specific purpose such as teaching or Hire.

**Purpose:** In the context of this policy the purpose relates to the intended use of the space/room/venue which must be declared in full.

**Student Union Affiliated Student Group:** A student group that is recognised by the Student Union.

**POLICY**

1 **Policy Principles**

1.1 The core business of the University is its own teaching, learning and research. During University teaching periods, the use of all rooms and facilities are reserved for these and other business-critical functions.

1.2 Besides teaching, learning and research, certain University operations are critical to the core business of the University. These include activities such as

   1.2.1 Orientation Week
   1.2.2 Academic Advice Days
   1.2.3 Enrolment periods
   1.2.4 Graduations
   1.2.5 Open Days
   1.2.6 Exam Periods

   These activities will be granted fixed bookings for their required usage period each year.

1.3 Preparation of the University timetable for activities such as teaching, learning and other core business or strategic operations must be completed within set timeframes in order to meet key student activity periods such as re-enrolment of continuing students, enrolment of new students, and class registration. These will be managed in accordance with the Timetable and Class Registration Policy.

1.4 During University vacation periods, many of the University’s rooms and facilities may be available for hire to approved external clients for conferences, lectures and symposia the University regards as relevant to its goals.

1.5 During non-vacation periods, where there is capacity, some rooms and facilities may be made available for hire to external clients in line with Section 4 of this policy.

2 **Internal Use**

2.1 Allocation of Spaces
2.1.1 Allocation of spaces for teaching and learning activities will be made in accordance with the Timetabling and Class Registration Policy.

2.1.2 Allocation of spaces for other uses will be made on the basis of requested use in accordance with this policy.

2.1.3 Any changes to usage requirements, such as where the space is no longer required, should be communicated to the Venue Management Co-ordinator.

2.2 Charging for Usage

2.2.1 For non teaching and learning activities, hire fees will be charged to internal users according to the published schedule of Venue Hire fees.

2.2.2 Ancillary costs will also be charged where relevant.

2.2.3 Internal clients booking space for any use involving an external organisation should refer to Section 4 Hire of University Spaces by External Clients.

3 Waiver of Fees for Internal Clients

3.1.1 Where a Head of Department certifies that a booking is solely for the official business of the department and involves no participation by an external organisation, hire fees are automatically waived, subject to 3.1.2. Building supervisor and other ancillary costs are charged directly to the departmental Themis account, and the department is held liable for the use of the space.

3.1.2 The University reserves the right to impose maximum limits to venue hire waivers available to any department. In the case of bookings involving extensive fee waivers, the request will be referred to the DVC (University Affairs) for consideration of whether fees will be charged or a part fee waiver may be applied.

4 Hire of University Spaces by External Clients

4.1 Purpose of Venue Hire

4.1.1 Where spaces are not being used for teaching, learning and research, and particularly during non-teaching periods, the University may make its facilities available for hire to external clients.

4.1.2 Use of the venue must not compromise the safety of staff, students, facilities, cultural and community assets or the University’s reputation.

4.1.3 Use of the venue must, in the opinion of the responsible University officer:

4.1.3.1 further the educational purpose of the University

4.1.3.2 further the strategic goals of the University and

4.1.3.3 positively promote the University

4.1.4 Uses of the venue which shall not be allowed include but are not limited to:

4.1.4.1 Uses that require ongoing regular periods of hire such as monthly or more often, or other regular patterns of use

4.1.4.2 Events that promote the use of alcohol or tobacco

4.1.4.3 Events that promote the armaments industry

4.1.4.4 Events that promote the sex industry

4.1.4.5 Events whose purpose or association is likely to cause a risk to the safety of members of the University community or its property

4.1.4.6 Events in which a person involved as a presenter, attendee or organiser is likely to cause a risk to the safety of speakers, visitors or University staff, or damage to University property or reputation

4.1.4.7 Events which would interrupt the core activities of the University or otherwise create unwarranted disturbance to the amenity of the campus.

4.2 Confirmation of Booking
4.2.1 As teaching and learning are the priority activities, bookings for external clients will only be confirmed after the university timetable has been finalised according to the published schedule.

4.2.2 Booking requests will be acknowledged within 5 business days.

4.3 Cancellation, Rejection or Changes to Venue Hire requests

4.3.1 Allocated venue bookings may be changed where the facility is required for a priority University business need. A replacement venue with similar attributes will be allocated wherever possible in this circumstance.

4.3.2 The University reserves the right to decline or cancel any booking request at any time if there is reasonable cause to believe the use of the venue:

4.3.2.1 May compromise security or safety
4.3.2.2 May compromise the University’s reputation
4.3.2.3 Is found to be in conflict with any of the requirements of this Section or Policy

4.3.3 No reason has to be given for cancellation, rejection or changes to an external booking request.

4.4 Hire Fees for External Clients

4.4.1 Venue usage or hire charges apply for the use of each venue, according to the approved rates.

4.4.2 Additional ancillary costs may be charged depending on the nature of the hire or usage. These include but are not limited to:

4.4.2.1 Building supervisor assistance
4.4.2.2 Security
4.4.2.3 Technical Services Support
4.4.2.4 Cleaning

4.4.3 A partial waiver of hire fees may be granted where the event meets the Venue Fee Waiver requirements in Section 5.

4.4.4 Hire of the venue will be contingent on payment of a deposit.

4.4.5 Payment of all fees outstanding must be completed by the due date.

4.4.6 Approval for further venue hire will be withdrawn where a debt remains outstanding.

4.4.7 Where an external client has an outstanding debt this may be referred to a debt collection agency, and any costs associated with recovery of outstanding amounts will be borne by the external client.

5 Waiver of Hire Fees for External Clients

5.1 External organisations fitting specific criteria may be eligible for a reduction in the amount of hire costs charged by the University for use of a University space.

5.2 The organisation and the proposed purpose of the Hire must meet the following criteria:

5.2.1 A waiver will not be considered where:

5.2.1.1 other funding has been or will be received from the University in the form of sponsorship, grant or in kind arrangements for the event, or
5.2.1.2 where an admission, registration or entry fee, or fee of any kind is to be charged for the event

5.3 The organisation and the event must be consistent with the University’s teaching, research and community development objectives as expressed in Growing Esteem, in particular, the organisation must normally be

5.3.1 A research organisation with an affiliation or relationship with the University, or
5.3.2 An educational or professional body with an affiliation or relationship with the University.
5.3.3 An industry partner or industry body with affiliation or relationship with the University, or
5.3.4 An Advancement partner of the University, or
5.3.5 A community partner with an affiliation or relationship with the University.

5.4 The event must, in the judgement of the University, represent a positive opportunity for advancement of the public profile of the University, and be of strategic importance to the University.

5.5 Where a waiver of the Venue Hire fee is approved, ancillary fees incurred including but not limited to cleaning, security and building supervision will not be waived and must be paid by the Hirer.

5.6 Regardless of whether a waiver has been granted, the deposit must be paid in accordance with the Licence Agreement terms.

6 Terms of Use and Licence Agreement

6.1 External clients will abide by the terms of the Licence Agreement in use of the Venue.
6.2 External clients must have public liability insurance to the value of $10 million dollars.
6.3 Any other required licences or permits must be valid for the period of hire.
6.4 The University reserves the right to request proof that permits, licences and/or insurance is current, and in accordance with the terms of the Licence Agreement will hold the Hirer accountable for breaches.

7 Use of the University name, logo and endorsement

7.1 Unless there is a written agreement with the University to the contrary, activities conducted at the university by external organisations or clients cannot be represented as being a function or activity endorsed or accredited by the university.
7.2 Unless written approval has been given by the Chief Marketing Officer, the University of Melbourne logo and/or any other university material cannot be used to advertise or promote any event being conducted by an external organisation.
7.3 All material (including but not limited to flyers, brochures, posters, advertising material, banners and sandwich boards) advertising or promoting a non-university event must be authorised by the University prior to its publication, dissemination or display prior to the event.

8 Access to the Venue.

8.1 Access to the Venue will be arranged by the Building Supervisor or Security in accordance with the usage requirements.
8.2 Access cannot commence before the agreed usage start time and must finish by the agreed usage end time.
8.3 Keys will not be provided to internal or external clients.
8.4 The University reserves the right to monitor events at any time to ensure they do not contravene university policies or with external clients, the terms of the licence agreement.
RESPONSIBILITIES

1 Policy Owner
   1.1 Academic Registrar

2 Venue Management Office
   2.1 Manage the Venue Hire process including:
      2.1.1 Assessment of applications for hire of a venue
      2.1.2 Co-ordinating University services required to support the event
      2.1.3 Co-ordination of billing and collection of payments.
      2.1.4 Co-ordination of Venue Fee Waiver requests
      2.1.5 Co-ordination of communication with Venue clients

3 Deputy Vice Chancellor (University Affairs) Office
   3.1 Review and sign off
      3.1.1 On fee waivers,
      3.1.2 On interpretation of 4.1 Purpose of Venue Hire, and
      3.1.3 On Section 3.1.2 maximum limits.

4 Property and Campus Services
   4.1 Provide support services for venue hire including:
      4.1.1 Security
      4.1.2 Building supervision and access
      4.1.3 Special equipment requests (of a non-IT or non-AV nature)
      4.1.4 Cleaning services

5 Learning Environments (Learning Space Support and Digital Media Solutions)
   5.1 Provide technical support services including:
      5.1.1 Assisting with audio-visual equipment (according to fee-for-service and
               subject to resource availability)
      5.1.2 Video capture of events (according to fee-for-service and subject to resource
               availability)

6 Information Technology Services
   6.1 Provide data network infrastructure services including:
      6.1.1 Enabling wireless network access for venues

7 Marketing and Communications
   7.1 Approval for use of University of Melbourne Logo

8 Business Centre (Administrative Divisions)
   8.1 Responsible for timely processing of invoices to venue Clients
VERSION CONTROL & CHANGE HISTORY

<table>
<thead>
<tr>
<th>Version No</th>
<th>Approval Date</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>17 March 2010</td>
<td>Senior Executive</td>
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SUPPORTING DOCUMENTATION
Venue Hire Rates Schedule  www.services.unimelb.edu.au/venuehire/

RELATED MATERIALS
Venue Management Website  www.services.unimelb.edu.au/venuehire/

POLICY LIBRARY REQUIREMENTS

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<tbody>
<tr>
<td>Key Words</td>
<td>Venue hire, room hire, conference</td>
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