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Venue Hire Policy

1 Objective

The objective of the Venue Hire Policy is to establish the conditions for the booking of built spaces owned and/or operated by the University of Tasmania (University) that are available for hire by internal users and/or external hirers as venues for events.

2 Scope

This Policy applies to the hire by internal users and external hirers of:
- Centrally Managed Learning Space (CMLS) available for booking through the Web Room Booking (WRB) system and
- Locally Managed Learning Spaces (LMLS) available for booking through individual Organisational Units (OUs)

for the purpose of conducting an event.

The Policy does not apply to:
- the booking of CMLS or LMLS for unit-related timetabled teaching activities, examinations (see http://www.utas.edu.au/timetable) or University business meetings
- ad hoc or periodic bookings for videoconferencing facilities and immersive studios (see http://www.utas.edu.au/it/communication-technologies/videoconferencing/video-conference-bookings-request-form) or
- bookings related to facilities, grounds and other amenities operated by Unigym (see http://www.unigym.com.au/service/Facility_bookings.html).

3 Policy Provisions

3.1 General Principles

The University will make available venues for ad hoc event hire by internal and external users.

Consistent with the provisions of the University Timetable Policy, during teaching and examination periods, the University will prioritise teaching and research activities or examinations over non-teaching activities and venue hire bookings in the allocation of teaching space.

Bookings of CMLS for ad hoc teaching, research, administrative or venue hire/event purposes will be permitted only after the University timetable has been published for all teaching periods. Campus Services and the Timetabling Office will negotiate bookings for events on an as-required basis.

All bookings of CMLS for event purposes are to be made through the Campus Services Service Centre.

Venue bookings for event purposes must be made not less than six weeks prior to the date upon which hire is required to commence in order to provide sufficient time for completion of associated documentation (such as event risk assessment, event approval, permits, indemnity and the like).

Use of a University venue must not compromise the safety of staff, students, tenants, cultural or community assets or the reputation of the University and should:
• further the educational purposes of the University
• further the strategic goals of the University and
• positively promote the University.

The University will not lease venues where the proposed use would interrupt the core activities of University or its tenants or otherwise create unwarranted disruption to the amenity of the campus.

Users/hirers with a venue hire account in arrears will not be eligible to book a University venue until any outstanding payment is made in full.

3.2 Terms and Conditions of Hire

The user/hirer agrees to be bound by the Terms and Conditions of Hire and by any additional conditions set by the University and notified to the user/hirer prior to the commencement of hire.

3.2.1 Responsible Delegate

The user/hirer must nominate a responsible person aged 18 years or over who will be present at the venue for the duration of the function and who will take responsibility to ensure compliance with statutory and University safety requirements, relevant licensing and permit requirements and the Terms and Conditions of Hire.

The Responsible Delegate must:

• complete the University’s online safety induction for contractors, consultants and visitors (http://www.utas.edu.au/commercial-services-development/building-works/contractors-and-consultants)

• complete any site-specific and/or venue-specific inductions and risk assessments and

• provide proof of completion to the University prior to the commencement of the venue hire period.

3.2.2 Indemnity and Public Liability Insurance

The hirer shall indemnify and keep indemnified the University against all losses, expenses, liabilities, claims and damages incurred as a result of, or arising out of, the hire of the premises, whether caused by an act or omission of the hirer, its servants, agents or invitees, or any other person.

Hirers other than University OUs and the Tasmanian University Union (TUU) must provide evidence of current Public Liability Insurance for a sum not less than $10 million. Proof of insurance must be provided to the University before commencement of the hirer’s period of occupation.

3.2.3 Compliance Requirements

Users/hirers of University venues must comply with all relevant legislation and regulations, licensing and permit requirements, the University by-laws and applicable University policies, procedures and guidelines including:

• Work Health and Safety Act 2012
Venue Hire Policy

• Public Health Act 1997
• Liquor Licensing Act 1990
• Department of Health and Human Services Guidelines for Places of Assembly 2008
• Department of Health and Human Services Guidelines for Temporary Food Outlets
• local government requirements relating to the establishment and operation of a food outlet
• University By-laws, Part II, Section 4
• Safe Consumption of Alcohol Policy
• Safe Consumption of Alcohol Procedure
• Work Health and Safety Policy
• Project Task Risk Management Work Health and Safety Procedure
• Event Management Procedure
• Alcohol, Tobacco and Other Drugs Policy and
• University indemnity requirements.

Users/hirers intending to hold an event in a University venue will be required to obtain formal approval for the event in accordance the provisions of the Event Management Procedure.

The user/hirer shall not admit patrons to the premises in excess of the advised capacity of the venue/s, nor for a purpose not agreed to by the University.

The University has a commitment to sustainability across all areas of activity on its campuses. Venue users and hirers are strongly encouraged to adhere to the Government of Tasmania’s Sustainable Events Guidelines available at http://epa.tas.gov.au/sustainability/sustainable-event-guidelines.

3.2.4 Duty of Care

Users/hirers holding events at University venues will ensure that events are managed in a safe manner through the identification, assessment and control of hazards and risks, and provide appropriate notification to University service providers such as security, cleaning and Information Technology Services (ITS).

The user/hirer must ensure:

• adherence to work health and safety standards
• that the premises are clean and tidy and restored to their original condition at the conclusion of the hire period and
• that any loss or damage is reported to the University.

Specific requirements are detailed in the Venue Hire Procedure.

3.2.5 Distinguished Visitors

The user/hirer shall give the University advance notice of the attendance of any Regal, Vice-Regal or Government representatives or any other dignitaries, to enable the University to ensure observance of appropriate protocols.
3.2.6 Publicity

The user/hirer shall not issue any advance publicity of the use of the premises before receiving from the University written confirmation of the booking.

The user/hirer shall not make any statement in any advertisement that directly or indirectly implies that the event for which the premises are hired is conducted by, or promoted by, the University.

The user/hirer shall not issue any ticket, poster, advertisement, program or other literature containing the University logo unless the printer’s proof or other proof thereof has been approved in writing by the University.

The user/hirer shall not display any poster or advertisement in any part of the premises or grounds of the University without the written approval of the University.

3.2.7 Good Order

The user/hirer shall be responsible for the maintenance of good order in and around the premises during the period of hire of the premises.

The user/hirer shall comply with any instruction by a University Security Officer or any officer of the University relating to the maintenance of good order and compliance with the Terms and Conditions of Hire in and around the premises.

3.2.8 Venue Condition

University venues have an established configuration and are offered on an ‘as is’ basis.

Use of a venue includes access to any audio-visual (AV) equipment that may be installed as standard within the venue, but does not include any technical support.

Any alteration to the seating or stage configuration of any premises may be made only with the written consent of the University and at the user/hirer’s expense.

Additional AV and/or Information Technology (IT) services can be arranged upon request at the user/hirer’s expense.

3.2.9 Service of Food and Beverages

Beverages, food or refreshments shall not be brought, served or sold at the venue unless by prior agreement with the University.

No food or beverage is permitted in University lecture theatres.

3.2.10 University Representatives/Security Personnel

The University may, in its absolute discretion, appoint one or more University representatives or security personnel at the user/hirer’s expense to ensure the University’s interests are protected.
3.2.11 Disputes

Any dispute between the user/hirer and the University arising from, or in relation to any use/hiring of the premises, or from the Terms and Conditions of Hire, shall be submitted to Associate Director, Campus Services.

3.2.12 Relocation

The University reserves the right to relocate an event to an alternative on-campus venue if such relocation is required due to circumstances beyond the University’s control. In such circumstances, the University will notify the user/hirer of the change at a minimum of 48 hours prior to the venue hire period, without penalty.

3.3 Venue Hire Fees

3.3.1 Internal Users

Internal users will not be charged a fee for the hire of designated venues and CMLS if the venue is to be used during normal University business hours.

Internal users may be charged a fee for:

- venue hire, if the event is to take place outside normal University business hours and
- additional venue support services where these are requested by the user or necessitated by either the nature of the event or the condition of the venue at the conclusion of the hire period (see Venue Hire Procedure).

3.3.2 External Hirers

External hirers will be charged a fee for the hire of designated venues.

Discounted venue hire fees will apply to University-affiliated clubs and societies.

Charges payable by the hirer will be set by the University and will be advised in writing prior to finalisation of the Contract for Hire of University Venues.

3.3.3 Fee Schedules

A schedules of fees for the hire of University designated venues by external hirers and the provision of venue support services will be published and reviewed annually.

A separate schedule will be published detailing the discounted fees applicable to University-affiliated clubs and societies.

Fee schedules will be published on the Campus Services website at http://www.utas.edu.au/campus-services/venue-hire.

4 Responsibilities

The Associate Director Campus Services, Infrastructure Services and Development (ISD) is responsible for ensuring that:

- this Policy is implemented effectively within his/her area of responsibility and
• University ISD Customer Service Officers and Campus Services contractors are appropriately trained and competent to perform their role, including knowledge of all relevant statutory, regulatory and policy compliance requirements.

The venue user/hirer is responsible for:

• ensuring that their use of the University venue complies with the conditions of use outlined in this Policy and the Terms and Conditions of Hire agreed between the user/hirer and the University, including:

  o appointment of a Responsible Delegate and

  o compliance with all relevant legislation and regulations, licensing and permit requirements, the University by-laws and applicable University policies, procedures and guidelines

• providing the University with complete and valid copies of all applicable forms, certificates, permits and/or licences and ensuring that these have been approved prior to the commencement of occupation of the venue

• payment of any fees associated with the hire of a University venue within the time period stipulated by the University

• payment of costs associated with activation of any fire emergency alarm that results in the attendance of Emergency Services at the venue, where the alarm has been activated by the user/hirer or any of its employees, servants or invitees and,

• in the case of internal users:

  o conducting an event risk assessment and, where necessary, obtaining the appropriate level of University approval for the event, in accordance with the provisions of the Event Management Procedure

  o arranging cleaning, security, labour and portering services, AV familiarisation sessions, AV support and IT services directly with the relevant University service providers and

  o not less than five days before the period of hire, provide the Service Centre with confirmation (by way of work request number) that security and cleaning services have been arranged.

The venue user/hirer’s Responsible Delegate is responsible for:

• completing the University’s online Works Health and Safety induction training and any campus/site/venue-specific inductions prior to commencement of the venue hire period

• being present at the venue for the duration of the venue hire period

• liaising with and taking direction from authorised University officers and contractors

• ensuring that, for the duration of the hire period, use of the venue complies with statutory safety requirements, relevant licensing and permit requirements
and the conditions of use outlined in this Policy, the Venue Hire Procedure and the Terms and Conditions of Hire agreed between the user/hirer and the University and

- within the timeframes set out in the Venue Hire Procedure and the Terms and Conditions of Hire, notifying relevant University officers and/or contractors of:
  - any safety hazard, and/or incident and/or
  - loss of or damage to University property occurring at the venue during the hire period

Customer Service Officers are responsible for:

- managing bookings for University venues made through the University Service Centre in accordance with the Venue Hire Policy and Venue Hire Procedure, including:
  - ensuring that the provisions of the Event Management Procedure are met and for external hirers conducting an event risk assessment and obtaining University approval for the event in accordance with the assessed level of risk
  - ensuring that the user/hirer has completed the Contract for Hire of University Venues or Venue Request Form, has provided all relevant forms and proofs and obtained all relevant permits and licences
  - ensuring that bookings for designated venues and CMLS are entered in and approved through the central Web Room Booking system
  - maintaining timely and effective communication with the user/hirer, including provision of fee quotations, confirmation emails and the like
  - for external hirers, arranging cleaning, security, labour and portering services, AV familiarisation sessions, AV support and IT services and support as required

- ensuring that records relating to hire of venues are kept in accordance with the provisions of the University Records Management Policy and Records Management Procedures

- prior to confirming a booking, ensuring that a user/hirer does not have a venue hire account in arrears

- liaising with the University Timetabling Office in relation to the release of the teaching schedule

- providing advice on venue hire matters to OU staff responsible for the hire of LMLS and

- maintaining the provisional booking register.

Organisational Unit Staff administering bookings for OU-controlled LMLS are responsible for:
Venue Hire Policy

- managing bookings in accordance with the *Venue Hire Policy* and *Venue Hire Procedure*, including:
  - where the booking relates to an event, ensure that the provisions of the *Event Management Procedure* are met
  - ensuring that the external hirer has provided evidence of public liability insurance
  - ensuring that the user/hirer has completed and submitted all relevant forms and has obtained all relevant permits and licences
  - arranging cleaning, security, labour and portering services, AV familiarisation sessions for external hirers, as required
  - maintaining timely and effective communication with the user/hirer, including provision of fee quotations, confirmation emails and the like
- ensuring that records relating to hire of OU-controlled venues are kept in accordance with the provisions of the University *Records Management Policy* and *Records Management Procedures*.

5 Definitions and Acronyms

**Centrally Managed Learning Space (CMLS)**
A general learning space managed by ISD and IT Services and identified within the corporate timetabling system as available to any University user.

**Customer Service Officer**
University of Tasmania staff member responsible for managing Venue Hire room bookings.

**Designated Venue**
A University venue available for hire that is listed on the Campus Services ‘Venues for Hire’ web page (http://www.utas.edu.au/campus-services/venue-hire/venues-for-hire) and identified at Paragraph 2 of this Policy.

**Event**
Ad hoc function or gathering conducted on University premises, or under the auspices of the University, other than:
- academic classes scheduled as part of the University curriculum; and/or,
- meetings held for University business purposes.

**External Hirer**
An organisation, group or individual not employed by the University, including:
- University-affiliated clubs and societies (student clubs and societies formally affiliated with the TUU);
- community organisations, government departments, commercial entities; and
- University business enterprises and staff of same when seeking to hire a venue for the purposes of a public and/or commercial event.
A University staff member belonging to, or booking a venue on behalf of, any of the above is classified as an ‘external hirer’.

**Internal User**
A University Organisational Unit, or staff member of same, requesting the use of a University venue for University-related business engagement, teaching, research, learning or other University-related purpose.

A University staff member booking a venue for the purpose of an event or activity not formally conducted on behalf of the University or relating to University business is classified as an ‘external hirer’.

**Locally Managed Learning Space (LMLS)**
Specialist learning spaces used for dedicated and/or discipline-specific purposes (such as specialist laboratories, library group study rooms and the like).

LMLS form part of the space allocation of an individual Organisational Unit, which is responsible for the day-to-day management of the LMLS.

**Organisational Unit**
College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

**Responsible Delegate**
An attendant aged 18 years or over nominated by the user/hirer who will be present at the venue for the duration of the function and who will take responsibility to ensure compliance with statutory safety requirements, relevant licensing and permit requirements and the Terms and Conditions of Hire.

**TUU Venue**
Tasmanian University Union

**Web Room Booking (WRB) System**
The University’s centralised web-based system through which staff may book CMLS. The WRB is managed by the Student Centre.

6 **Supporting Documentation**

- Alcohol, Tobacco and Other Drugs Policy
- Contract for Hire Form
- Event Management Procedure
- Guidelines for Places of Assembly 2008
- Guidelines for Temporary Food Outlets
- Project Task Risk Management Work Health and Safety Procedure
- Records Management Policy and various Records Management Procedures
- Safe Consumption of Alcohol Policy and Procedure
 Venue Hire Policy

- University Schedule of Risk Delegations
- Sustainable Events Guidelines
- Task Risk Assessment Form and Guide
- Timetabling Policy
- Venue Hire Procedure
- Venue Request Form
- Work Health and Safety Policy.

7 Versioning

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