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Conditions and Terms of Hire

1. Conditions of Agreement

The term 'hirer' will include the applicants organisation. The University of Tasmania (UTAS) agrees to hire the Hirer the venue/s together with equipment in accordance with the Terms and Conditions of Hire of the Rural Clinical School (RCS) facilities and any attached additional documents. The Hirer agrees to be bound by these Terms & Conditions and by any additional conditions which the University may notify to the Hirer prior to the commencement of hire.

2. Responsible Officer

Unless agreed to the contrary in writing, the Hirer must nominate an attendant who is aged 18 years or more and who will be present for the duration of the function and who will take responsibility for ensuring compliance with statutory safety requirement and the Terms and Conditions of Hire.

3. Charges and Deposits

There is currently no charge for hire of RCS rooms and facilities. However a fee may apply if rooms are not left in an "as found" condition.

4. Cancellations

The RCS has the right to not accept a booking or to cancel at any time. The Hirer shall notify the Rural Clinical School of cancellations not less than two working days prior to commencement of hire.

5. Indemnity

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

6. Insurance

External Hirers and users of the University venues must be covered by public liability insurance. The Hirer must provide evidence of a current public liability insurance policy for no less than \$10 million.

7. Duty of Care and Infection Control

The Hirer should be conversant with the RCS Emergency and Evacuation Procedures displayed in all areas of the RCS and supplied when the booking is confirmed. The Hirer should ensure that all members of the group are aware of the procedures. The Hirer is responsible for leaving the premises clean and tidy



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at the conclusion of the period of hire. The RCS may carry out, at the expense of the Hirer, such cleaning or other works as may be required to restore the premises to a satisfactory condition. Excepting fair wear and tear, the Hirer shall be liable to the RCS for any damage to premises or to any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of hire. The Hirer must immediately notify Security of any damage or loss on (03) 6324 3336. At the end of each session the Hirer is responsible for switching off all lights, turning off appliances such as urns and closing all doors.

8. Zoonoses & Animal Based Hazards

Use of animal body parts for training should be advised in advance (acknowledging that some individuals may have cultural or ethical reasons for not wishing to participate in this aspect of the training). The source for the parts cannot be experimental animals or animals killed specifically for the purpose of clinical training. Universal precautions should be maintained at all times and an agreed clean-up and disposal plan should be discussed with the Simulated Learning Environment (SLE) staff and is the responsibility of those bringing the materials to the SLE. Please refer to the [University of Tasmania Infection Control Policy \(PDF 187 KB\)](#).

9. Orientation Process and OH&S

All users of the SLE are required to undertake an Orientation to the Centre before teaching. It will be the responsibility of the clinical teacher to make a time with SLE staff for this to take place. Users must also be familiar with the SLE User Guide. The Hirer must adhere to the SLE occupational health and safety guidelines. The Responsible Officer is responsible for completing an attendance sheet of all participants, as part of RCS OH&S requirements.

10. Publicity

The Hirer shall not issue any advance publicity of the use of the premises before receiving written acceptance of the booking by the RCS. The Hirer shall not make any statement in any advertisement which directly or indirectly applies that the event for which the premises are hired is conducted or promoted by UTAS. The Hirer shall not issue any tickets, posters, advertisements, programs and other literature containing any UTAS logo unless the printer's or other proof thereof has been approved in writing. The Hirer shall not display any poster or advertisement in any part of the premises or grounds of the RCS without have first obtained written permission.

11. Good Order

The Hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired. The Hirer shall comply with any instruction by a University Security Officer or any officer of



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UTAS relating to the maintenance of good order and compliance with these Terms and Conditions in and around the premises.

12. Disputes

Any disputes between the Hirer and UTAS arising from, or in relation to, any hiring of the premises or from the terms of Conditions of Hire, shall be submitted to arbitration by a person appointed by the Vice-Chancellor of the University, and the decision of the arbitrator shall be binding on the Hirer and the University.

13. Room Allocations and Relocation

The RCS reserves the right to relocate a booking to a suitable venue if circumstances demand. Teaching requirements and official RCS events take precedence over external booking requirements. During teaching semesters, teaching areas are allocated accordingly to the following priority: 1) Medical Students, 2) Nursing Students, 3) Allied Health Students 4) Other Health Professional Groups.

14. Teaching in the Centre

All teaching session in the Centre are required to outline Learning Objectives in Section B as above. Teachers are required to negotiate requirements for teaching sessions with the skills and simulation team prior to the event to ensure resources are available.

15. Use of Equipment

All equipment is to be cleaned as per procedure manual and packed away accordingly following usage. Damage to equipment must be reported to SLE Staff immediately.