

Allocation and Hire of Facilities Policy

FRM-149

APPLICABLE TO:	<input checked="" type="checkbox"/> Corporate Support	<input checked="" type="checkbox"/> Technology Commercialisation
	<input checked="" type="checkbox"/> Services Commercialisation	<input checked="" type="checkbox"/> Shepparton Medical Centre
	<input checked="" type="checkbox"/> Commercial Conservation Services	<input checked="" type="checkbox"/> Tenants/External Clients

PURPOSE To outline principles in relation to allocation and costing for facility usage at the Hawthorn Campus

REFERENCES &

ASSOC POLICIES

FORMS

1 BACKGROUND

The Hawthorn Campus (442 Auburn Road, Hawthorn) is owned and operated by UoM Commercial Ltd (UoMC), a wholly owned subsidiary company of The University of Melbourne (UoM). The Hawthorn Campus is the registered office of UoMC, and is the base for its operations. Accommodation for some 50 UoMC staff is provided at the campus. The remainder of the space is let to tenants. UoMC also makes available facilities at the campus for ad hoc venue hire. Income from tenant rental and ad hoc venue hire is directed to offsetting the cost of management and maintenance of the campus, enabling UoMC to maintain the facility with no recourse to funds from UoM.

Major tenants include:

- Hawthorn Learning Pty Ltd (Hawthorn English Language Centre)
- Alzheimer's Australia (Victoria)
- The Metropolitan Fire and Emergency Services Board

2 PURPOSE

This policy provides principles for the use and allocation of teaching spaces, meeting rooms and other facilities at the Hawthorn Campus for internal and external purposes. It covers requests from UoM Faculties, staff or affiliated groups for similar access. It also sets out the criteria for applying fee reductions to the external hire charges schedule where consideration is requested.

3 SCOPE

The *Allocation and Hire of Venues Policy* applies to the use of facilities at the Hawthorn Campus for purposes such as:

- 3.1 Core business activities such as office and meeting spaces, staff amenities and storage;
- 3.2 Bookings by Divisions for ad hoc or regular meetings;
- 3.3 Bookings by Divisions for activities such as seminars, conferences and program delivery;
- 3.4 Bookings by Faculties or staff of UoM;
- 3.5 Tenancy space and access to additional facilities for ad hoc use by tenants;
- 3.6 Bookings by external organisations or individuals for events approved by UoMC as suitable for the campus, such as seminars, meetings, conferences, public lectures etc.

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4 POLICY PRINCIPLES

4.1 Staff Accommodation

- 4.1.1 Accommodation of UoMC staff and operations takes priority;
- 4.1.2 Facilities not required as outlined in 4.1.1 is then made available for ongoing tenants under lease or license.

4.2 Facility Hire

- 4.2.1 Access to available facilities such as corporate teaching and meeting spaces, the Conference Room, Cinema and Lecture Theatre etc. are made available for ad hoc hire, with UoMC needs taking priority;
- 4.2.2 After UoMC has reserved facility requests as outlined in 4.2.1 above, facilities not required are then made available to tenants or external hire groups;
- 4.2.3 As part of the lease agreement with Hawthorn Learning Pty Ltd, if available, HLPL has priority access to the Blackman Hall, the Cinema and the Lecture Theatre at no cost.

4.3 Charging for Usage

- 4.3.1 UoMC Divisions and Faculties of UoM are not charged for accommodation or venue hire;
- 4.3.2 Tenants are charged for accommodation as set in the Lease Agreement or in the annual License To Hire Office Space;
- 4.3.3 Tenants are charged for ad hoc facility hire as set out in the External Hire Charges Schedule published annually;
- 4.3.4 Outside groups are charged for ad hoc facility hire as set out in the External Hire Charges Schedule published annually;
- 4.3.5 Ancillary costs, such as additional cleaning or security will also be charged where relevant to all UoMC Divisions, UoM Faculties, tenants and external clients.

5 HIRE OF FACILITIES BY EXTERNAL CLIENTS

- 5.1 Where facilities are not being used for accommodation and tenant usage as outlined in 4.1.1 and 4.1.2 above, UoMC may make its facilities available for hire to external clients.
- 5.2 Use of the venue must not compromise the safety of staff, students, tenants, cultural and community assets or the reputation of UoMC.
- 5.3 Use of the facility must, in the opinion of the Campus Services Team Leader:
 - 5.3.1 further the educational purpose of UoMC;
 - 5.3.2 further the strategic goals of UoMC; and
 - 5.3.3 positively promote UoMC.
- 5.4 Uses of the venue which shall not be allowed include but are not limited to:
 - 5.4.1 Events that promote the use of alcohol or tobacco;
 - 5.4.2 Events that promote the armaments industry;
 - 5.4.3 Events that promote the sex industry;
 - 5.4.4 Events whose purpose or association is likely to cause a risk to the safety of members of UoMC staff, its tenants or its property;
 - 5.4.5 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 UoMC staff, its tenants or its property, or damage the reputation of UoMC;
 - 5.4.6 Events which would interrupt the core activities of UoMC or its tenants or otherwise create unwarranted disturbance to the amenity of the campus.

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5.5 Confirmation of Booking

- 5.5.1 Bookings for external clients will only be confirmed after the UoMC has finalised its due diligence on the client, including meeting insurance requirements and ensuring a match in purpose as outlined in 5 above.
- 5.5.2 Booking requests will be acknowledged within five business days by way of a confirmed Event Sheet.

5.6 Cancellation, rejection or changes to Facility Hire requests

- 5.6.1 Allocated facility bookings may be changed where the facility is required for a priority UoMC business need. A replacement facility with similar attributes will be allocated wherever possible in this circumstance.
- 5.6.2 UoMC 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:
 - 5.6.2.1 May compromise security or safety;
 - 5.6.2.2 May compromise the reputation of UoMC;
 - 5.6.2.3 Is found to be in conflict with any of the requirements of this Section or Policy.
- 5.6.3 Clients must provide at least 24 hours notification of a cancellation, otherwise the full hiring costs will be charged to the external client.

5.7 Hire Fees for External Clients

- 5.7.1 Facility hire charges apply for the use of each facility, according to the approved External Hire Rates schedule.
- 5.7.2 Additional ancillary costs may be charged depending on the nature of the hire or usage. These include but are not limited to:
 - 5.7.2.1 Security;
 - 5.7.2.2 Cleaning;
 - 5.7.2.3 Technical Services Support;
 - 5.7.2.4 Building Access charges (for Sunday and public holiday access).
- 5.7.3 A reduction of hire fees may be granted where the event meets the Reduction of Hire Fees for External Clients requirements in Section 6.
- 5.7.4 Payment of all fees outstanding must be completed by the due date.
- 5.7.5 Approval for further facility hire will be withdrawn where a debt remains outstanding.
- 5.7.6 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.

6 REDUCTION OF HIRE FEES FOR EXTERNAL CLIENTS

- 6.1 External organisations fitting specific criteria may be eligible for a reduction in the amount of external hire rates charged by UoMC, up to a maximum of 15%.
- 6.2 The organisation and the proposed purpose of the event must meet the following criteria;
 - 6.2.1 A reduction will not be considered where:
 - 6.2.1.1 other funding has been or will be received from UoMC or UoM in the form of sponsorship, grant or in kind arrangements for the event; or
 - 6.2.1.2 where an admission, registration or entry fee, or fee of any kind is to be charged for the event.

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- 6.3 The organisation and the event must be consistent with UoM’s teaching, research and community development objectives as expressed in *Growing Esteem*, in particular, the organisation must normally be:
- 6.3.1 A research organisation with an affiliation or relationship with UoMC;
 - 6.3.2 An educational or professional body with an affiliation or relationship with UoMC;
 - 6.3.3 An industry partner or industry body with affiliation or relationship with UoMC;
 - 6.3.4 An Advancement partner of UoMC; or
 - 6.3.5 A community partner with an affiliation or relationship with UoMC;
 - 6.3.6 A registered charity as evidenced in Deductible Gift Recipient Status as endorsed by the Australian Tax Office.
- 6.4 The event must, in the judgement of UoMC, represent a positive opportunity for advancement of the public profile of UoMC, and be of strategic importance to the UoMC.
- 6.5 Where a reduction of the external hire rate is approved, ancillary fees incurred including but not limited to cleaning, security and building access will not be waived or reduced and must be paid by the external client.
- 6.6 Applications for a reduction in fees are to be made to the Manager Facilities and Risk Management for consideration, outlining how the organisation meets the criteria listed above.

7 TERMS OF USE AND LICENCE AGREEMENT

- 7.1 External clients will abide by the terms of the License Agreement in use of the facility.
- 7.2 External clients must have public liability insurance to the value of \$5 million dollars.
- 7.3 Any other required licenses or permits must be valid for the period of hire.
- 7.4 UoMC reserves the right to request proof that permits, licenses and/or insurance is current, and in accordance with the terms of the License Agreement will hold the external client accountable for breaches.

8 USE OF THE UNIVERSITY OF MELBOURNE NAME, LOGO AND ENDORSEMENT

- 8.1 Unless there is a written agreement with UoM to the contrary, activities conducted at the Hawthorn Campus by external organisations or clients cannot be represented as being a function or activity endorsed or accredited by UoMC.
- 8.2 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.
- 8.3 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.

9 ACCESS TO THE FACILITY.

- 9.1 Access to the facility will be arranged by the Campus Services Team Leader or Security in accordance with the usage requirements.
- 9.2 Access cannot commence before the agreed usage start time and must finish by the agreed usage end time.
- 9.3 Keys and other equipment must be signed for at Reception and returned to Reception when the event is completed.
- 9.4 The facility is to be locked and equipment and catering equipment turned off before returning the key to Reception.

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9.5 UoMC reserves the right to monitor events at any time to ensure they do not contravene UoMC policies or the terms of the license agreement.

10 RESPONSIBILITES

10.1 Policy Owner

Manager Facilities and Risk Management

10.2 Campus Services Team Leader

10.2.1 Manage the Venue Hire process including:

10.2.1.1 Assessment of applications for hire of a venue

10.2.1.2 Co-ordinating UoMC services required to support the event:

10.2.1.2.1 Security;

10.2.1.2.2 Building supervision and access;

10.2.1.2.3 Special equipment requests (of a non-IT or non-AV nature);

10.2.1.2.4 Cleaning services.

10.2.1.3 Assisting with audio-visual equipment (according to fee-for-service and subject to resource availability);

10.2.1.4 Raising of invoices;

10.2.1.5 Co-ordination of communication with clients.

10.3 Manager Facilities and Risk Management

10.3.1 Review and sign off on fee reductions.

10.4 UoM Marketing and Communications

10.4.1 Approval for use of the University of Melbourne Logo.

11 DEFINITIONS

Ad hoc Venue Hire: The ability to rent a facility within the campus on a short term, irregular basis.

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

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.

Event Sheet: system generated report detailing the event details, space allocation, attendance numbers and any additional equipment or service requirements.

External Clients: individual, group or entity approaching UoMC to access ad hoc venue hire.

External Hire: relates to a booking involving an external client.

External Hire Charges Schedule: Schedule of fees for ad hoc venue hire.

Facility: A designated room, venue, space or area made available for usage or a specific purpose such at teaching or Hire.

Fee Reduction: A reduction in the cost of Hire fees as set out in the external Hire charges schedule, granted on the basis of specific criteria.

Internal Hire: relates to a UoMC Division or UoM Faculty or staff member.

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

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terms of the License Agreement.

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

UoM Commercial Ltd (UoMC): Any reference to UoMC also includes its owner, the University of Melbourne (UoM).

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