

The University of Melbourne

Venue Hiring Policy and Procedures

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1.0 PURPOSE

This document describes the University's Venue Hiring Policy and Procedures
In particular the document:

- Clarifies the responsibilities of various sections of the University's administration in the hiring of venues and their approval for use by external bodies;
- Identifies the principles applied in the hiring of such facilities;
- Describes the procedures to be followed by applicants and staff processing applications for venue hiring; and
- Provides a set of guidelines for the hiring of University facilities.

2.0 BACKGROUND

The core business of the University of Melbourne is teaching, learning and research and as such the University's facilities are to be used primarily for these purposes. These core activities will be accorded highest priority in the use of the University's physical facilities.

In addition, the University's Strategic Plan includes a strategy of serving the wider community by "Making the resources and expertise of the University available to enrich the intellectual, cultural, educational, economic and social life of the City of Melbourne, the State of Victoria and the wider Australian community."

The University is the custodian of buildings and grounds that are of significant interest and value to the community. In some cases, the University permits use of its facilities by outside groups as well as student and staff groups, for various purposes in accordance with the community outreach strategy described above. However, it has a responsibility to ensure the safety of all of its people and visitors, the proper preservation of the cultural and community assets it holds, and the protection of its reputation. This document and the attached documentation assists potential hirers of university facilities and the staff processing applications to ensure that the University fulfils these responsibilities and that the usage of University resources is consistent with the mission and aims of the University.

3.0 POTENTIAL HIRERS OF UNIVERSITY FACILITIES

The University may hire its facilities to student groups, staff members or groups and outside bodies for various approved purposes. The University reserves the right to refuse any booking without explanation.

4.0 RESPONSIBILITIES AND ROLES OF UNIVERSITY STAFF

Hiring of the full range of University facilities is handled by several areas of the University Administration. The following outlines the responsibilities of each area.

4.1 Academic Services

The Timetable and Venue Management Unit in the Student Administration and Systems department is the first point of contact for information and application. This Unit coordinates and administers the processes for approval of applications for hiring facilities.

The Unit receives and assesses applications for venue hire according to the criteria specified in this document and either approves the application or ensures that it is referred to the appropriate section of the University Administration because of the type of activity planned by the applicant.

4.2 Marketing and Communications

The Vice-Principal (Marketing and Communications) is responsible for approval of:

- on-campus filming; and
- use of the University of Melbourne Logo.

4.3 Property and Campus Services

The Vice-Principal (Property and Campus Services) is responsible for approval of:

- applications for the use of university grounds;
- Wilson Hall Hiring;
- setting of appropriate commercial rates, including for on-campus filming;
- security and building access;
- special equipment requests; and
- building supervision waiver fee in relation to after hours public lectures.

4.4 The Asia Institute (Formerly MIALS)

The Director (Asia Institute) is responsible for the approval of:

- applications for the hire of the Carrillo Gantner Theatre and Yasuko Hiraoko Myer Room in the Sidney Myer Asia Centre.

4.5 The Vice-Chancellor's Office

- The Vice-Chancellor (or their delegate) is responsible for the approval of: applications for the hire of facilities in the Woodward Centre, Level 10, Law Building, Pelham Street; and
- fee waivers in relation to Venue Rental.

5.0 PRINCIPLES UNDERLYING VENUE HIRE

When hiring university venues or facilities the following principles will apply:

5.1 The University will take all steps to:

- Ensure safe and efficient usage of the University premises by students, staff and visitors;
- Protect the physical state and value of the University assets;

- Protect and enhance the University's academic, community and commercial reputation and interests; and
- Minimise disruption to the University's core activities.

5.2 Applications will be considered favourably which:

- Are consistent with the educational purpose of the University;
- Are of benefit to the community and consistent with the strategic goals of community enrichment enunciated in the Strategic Plan;
- Have a philanthropic or charitable purpose in relation to community activity;
- Positively promote the University; and
- Have a balance of commercial/revenue benefit arising from the hiring of the venue in favour of the University.

5.3 Venue or facilities will not be hired for activities:

- which require continuous or regular periods of hiring (e.g. a weekly hiring arrangement)
- that promote the use of alcohol or tobacco or promote the armaments or the sex industries;
- which through purpose or association are likely to cause a risk to the safety of members of the University community or its property;
- in which any person who will be involved as presenter, attendee or organiser is likely cause a risk to the safety of speakers, visitors and university staff, or damage to the University's property or reputation;
- which would interrupt the primary teaching, research and learning activities of the University or otherwise create unwarranted disturbance to student and staff amenity.

5.4 Fees will be charged for venue hire except where waivers are granted by the Pro Vice Chancellor (University Relations).

The policy on Fee Waivers is detailed in Attachment 4: The Guidelines for the Waiver or Reduction of Venue Rental Fees (See 6.3.7 below)

6.0 PROCEDURES FOR APPLICATION PROCESSING

6.1 All applications should, in the first instance, be made to the Timetable and Venue Management Unit on the form provided (See Attachment 1)

Email: room-bookings@unimelb.edu.au or refer to the website:

<http://www.services.unimelb.edu.au/venuehire/>

6.2 The Timetable and Venue Management Unit will then determine whether the application is consistent with the principles outlined above.

6.3 If the application complies, the Timetable and Venue Management Unit will:

- 6.3.1 determine which venue is the most appropriate for the booking requested;
- 6.3.2 liaise with building supervisors, security staff, traffic officers, technical officers, the Protocol officer and any other appropriate officers or departments as relevant to the application;
- 6.3.3 refer any application for a booking for Wilson Hall to the Vice-Principal,

- Property and Campus Services, for approval (see Attachment 2);
- 6.3.4 refer any application for a booking of the Carrillo Gantner Theatre and Yasuko Hiraoko Myer Room in the Sidney Myer Asia Centre to Director (Asia Institute) for approval (see Attachment 3);
 - 6.3.5 refer any application that involves filming on-campus to the Vice-Principal, (Marketing and Communications) for approval (see Attachment 4);
 - 6.3.6 calculate rental charges and recoverable expenses based on the levels currently approved by Administrative Committee (see Attachment 5);
 - 6.3.7 where appropriate, provide to the applicant a copy of the Guidelines for the Waiver or Reduction of Venue Rental Fees (see Attachment 6) and forward to the Pro Vice Chancellor (University Relations), the hirer's request and justification for a waiver of hiring fees, and, subject to this decision;
 - 6.3.8 issue accounts.

6.4 The Timetable and Venue Management Unit will notify all applicants in writing of the outcome of their application.

7.0 GUIDELINES FOR APPLICANTS FOR USE OF UNIVERSITY FACILITIES

In addition to the above broad principles applicants wishing to hire University venues should note the following:

7.1 Unless there is a written agreement with the University to the contrary, activities conducted at the university by external organisations 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 Vice-Principal (Marketing and Communications), 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 sighted by Timetable and Venue Management prior to its publication, dissemination or display and at least 10 working days prior to the event.

7.4 External users must ensure that they have appropriate insurance cover for their event and provide details of a current public liability policy with a minimum of \$5m coverage.

7.5 The University of Melbourne will not approve requests that would interrupt the primary teaching, research and learning activities of the university. It reserves the right to refuse or cancel a booking at any time throughout the course of the hiring agreement without having to provide reasons for this action.

7.6 The University reserves the right to monitor events at any time to ensure that they do not contravene university policies.

7.7 The University may cancel approval to hire a venue should subsequent information reveal inadequate or insufficient disclosure of information by the applicant.

7.8 A fee for rental and security for the use of the University facility (see Attachment 7) will be charged for all bookings to external users or University of Melbourne staff or students using university facilities for non-university activities. The hiring fee may be fully or partially waived at the discretion of the Pro Vice Chancellor (University Relations) for some not-for-profit community and professional organisations if it is seen to be in the University's interests to do so. A request for waivers should be lodged with the application for venue hire.

7.9 Additional costs incurred such as cleaning, security or repairs as a result of any booking will be charged to the external user.

7.10 External users booking University of Melbourne facilities are required to sign a "Conditions of Licence to Use University Facilities" form and return it to Timetable and Venue Management at least 10 working days prior to the event. It protects the university's interests and requires the hirer to safeguard the premises and to indemnify the university against any claims arising from the use of facilities.

7.11 In order to assist in security and safety of persons and property only University staff or staff from Property and Campus Services will provide access for the hirer. Keys will not be provided to the hirer. An undertaking is required from the hirer to obey any reasonable request of duly authorised Property and Campus Services or Security Staff of the University

ATTACHMENTS

- [1. Application Form for Use and Hire of University Facilities](#)
- [2. Wilson Hall](#)
- [3. Hiring of Sidney Myer Asia Centre](#)
- [4. On-Campus Filming Process](#)
- [5. Venue Hire Rates](#)
- [6. Guidelines for Waiver or Reduction of Venue Rental Charges](#)
- [7. Building supervision at Public Lectures](#)