

BUILDING SUPERVISION AT PUBLIC LECTURES

Cost Assistance Policy and Guidelines

1. Purpose

The cost of employing a building supervisor specifically for your lecture is not automatically covered by Property and Buildings but cost assistance is available in some circumstances. This document outlines the criteria for building supervision cost assistance and sets out the procedures for University departments and/or faculties presenting free public lectures in 2006.

2. Background

The University's free public lecture series raises public awareness and promotes dialogue and debate within the community concerning issues of broad social and academic significance.

3. To qualify for building supervision cost assistance the lecture must:

- 3.1 be coordinated and managed by the University, with the relevant department/faculty assuming full responsibility for the event.
- 3.2 be free and open to all members of the general public.
- 3.3 be pitched and appropriate for a general audience.
- 3.4 attract an audience of at least 150.
- 3.5 appear on the University wide Free Public Lecture bulletin compiled by the Community Relations Officer and distributed to the general public. To have your lecture included on the bulletin, you must complete the Application for Promotional Support form found at <http://services.unimelb.edu.au/venuehire/general/publiclec.html>

3.6 be held in one of the following theatres:

Theatre Name	Building	Capacity
Basement Theatre	Sidney Myer Asia Centre	486
Baldwin Spencer Theatre	Baldwin Spencer	160
Charles Pearson Theatre	Education Resource Centre	280
Copland Theatre	Economics & Commerce	493
Cuming Theatre	Chemistry	160
Elisabeth Murdoch Theatre A	Elisabeth Murdoch	287
Harold Woodruff Theatre	Microbiology	214
Herbert Wilson Theatre	Doug McDonell	160
ICT Theatre 1	Info & Comm Tech (ICT)	186
Laby Theatre	Physics	188
Latham Theatre	Redmond Barry	169
Law-GM15	Law School	365
Lowe Theatre	Redmond Barry	165
Lyle Theatre	Redmond Barry	256
Masson Theatre	Chemistry	200
Medley Theatre	Redmond Barry	170
Physiotherapy Theatre	200 Berkeley St	192
PLT	Old Arts	395
Prince Phillip Theatre	Architecture	312
Public Policy Theatre	234 Queensberry St	150
Richard Berry Theatre A	Richard Berry	326
Rivett Theatre	Redmond Barry	250
SEECs Theatre 1	207 Bouverie St	150
Sunderland Theatre	Medical Building	344
Trikojus Theatre	Biochemistry	288
Wright Theatre	Medical Building	272

4. If your lecture does not meet the Criteria:

- 4.1 Your department will not be eligible for building supervision cost assistance.
- 4.2 Your departments can still arrange for building supervision at its own expense. The venue will however, be opened and closed by a roving building supervisor or security staff.
- 4.3 Property and Buildings reserve the right to cancel approval for building supervision cost assistance where audience numbers are significantly lower than 150.
- 4.4 Departments will still be expected to submit an Application for Promotional Support form at least two weeks prior to the event.

5. Booking Process

- 5.1 University of Melbourne departments coordinating a free public lecture should continue to book the appropriate lecture venue through Venue and Conference Management.
- 5.2 If departments anticipate an audience of less than 150 people they will need to indicate to Venue and Conference Management if they:
 - i) will cover the cost to have a building supervisor on site for the duration of the lecture
 - ii) would prefer to have the lecture opened and closed by a roving supervisor at no cost to the department.
- 5.3 University of Melbourne departments coordinating a free public lecture are required to submit the *Application for Promotional Support* form at least two weeks prior to the event.

6. Contacts

For further information regarding the University's free public lecture program and promotional assistance contact:

Ms Chris Fargher, Community Relations Officer
Email: cfargher@unimelb.edu.au

For further information regarding venues and booking arrangements contact:

Ms Sandy Cooper, Venue and Conference Management
Ph: 03 8344 4490
Email: room-bookings@unimelb.edu.au

For further information regarding this policy and building supervision cost assistance contact:

Ms Christine Thornton, Venue and Conference Management
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Mr Alan Smith, Property and Buildings
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