Hire of University Facilities Policy

Section 1 - Summary

(1) This Policy outlines Victoria University's (VU's) requirements in relation to the hire of University spaces to internal and external clients.

Section 2 - HESF/ASQA/ESOS Alignment

(2) n/a

Section 3 - Scope

(3) The Policy applies to the hire of University spaces for purposes such as:

a. Bookings by University Colleges and Departments for activities such as symposia, conferences and public lectures.
b. Bookings by Campus Community members, inclusive of:
    i. Students.
    ii. Employees.
    iii. Any member and/or Society of the Student Union.
c. Bookings by external organisations or individuals for events such as symposia, conferences, public lectures or other approved uses.

(4) The Policy does not cover the use of University spaces for regular activities such as timetabled classes or normal business meetings.

(5) This Policy is intended to cover all University space, including the use of University grounds.

Section 4 - Definitions

(6) Nil.

Section 5 - Policy Statement

(7) The use of University spaces will be prioritised for University core activities including teaching, learning and research, engagement, enrolments, graduations, Open Days, exams and orientation.

(8) Where spaces are not being used for core University activities, and particularly during non-teaching periods, the University may make its facilities available for hire to external clients.

(9) The University supports the use of its spaces, outside of core University usage, for purposes which:

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a. align with the strategic goals and values of the University;
b. further the educational purposes of the University; and,
c. positively promote the University.

(10) All venue hire is subject to the terms and conditions in the University's Conditions of Hire and Hire Agreement forms.

(11) Hire fees for internal and external bookings of University spaces will be determined by the relevant business area, as part of the annual VU review of fees and charges.

a. The hire of University facilities to external organisations will generally incur a venue hire fee.
b. The hire of University facilities to internal users will generally not incur a venue hire fee.
c. Student clubs, associations and societies which are approved by relevant Colleges, Students Services and, as required, by the relevant University Governance committees, will not be charged a venue hire fee to hire University facilities.

(12) As a condition of hire, all users must ensure all activities related to the use of the premises are lawful, comply with all VU policies, and hold appropriate public liability insurance, if not covered by the University's insurance.

(13) The University reserves the right to decline or cancel any booking request at any time without providing a reason.

(14) Any decision to refuse to allow a person or organisation to hire University facilities on the grounds that to do so may breach the University's Freedom of Expression Policy or the Model Code for the Protection of Freedom of Speech and Academic Freedom in Australian Higher Education Providers, must be made by the Vice-Chancellor or a delegate.

Section 6 - Procedures

(15) Hire of University Facilities Procedure

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Status and Details

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Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Kirsten Jeffery Chief Infrastructure Officer 9919 5145
Enquiries Contact	Natalie Matheson Manager, Real Estate Services +61 3 9919 5005

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