Hire of University Facilities Procedure

Section 1 - Summary

(1) This Procedure provides detail related to the application process, usage obligations and associated charges for the hire of University space by internal and external clients in accordance with VU Policy and Venue Hire Terms and Conditions.

Section 2 - HESF/ASQA/ESOS Alignment

(2) n/a.

Section 3 - Scope

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

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

(6) This Procedure does not apply to the Convention Centre or the Conference Centre. The hire of these facilities is managed by the Office of Procurement and Business Operations.

Section 4 - Definitions

(7) User: An individual or organisation who requests and completes a space hire booking, and completes associated venue hire agreement.

Section 5 - Policy/Regulation

(8) Hire of University Facilities Policy

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Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Room Booking Coordinator	Determine venue hire charges for internal and external bookings.
Facilities Services: Property Assets (Room Bookings)	Coordinates the receipt and allocation of room hire bookings, through to VU executive approval if required. Manages the issuing and receipt of venue hire charges.
Director - Real Estate, Space Planning & Analysis	Approves/declines requests for room bookings, and/or escalate requests which require further review.
Chief Digital Officer and Executive Director Campus Services	Approve bookings to be confirmed prior to the University timetable being finalised.
Executive Director, Engagement & Government Relations Manager, Cultural Diversity	Determine, in consultation with the Director - Real Estate, Space Planning & Analysis and the Chief Digital Officer and Executive Director Campus Services the approval or denial of venue hire requests which require further strategic review.
Vice-Chancellor	Make a determination on the refusal of bookings that are contrary to Victoria University's Freedom of Expression Policy.

Part B - Procedures

Principles of Hire

(9) The use of University spaces will be prioritised for core University activities including teaching, learning and research, engagement, enrolments, graduations, Open Days, exams and orientation. Hire bookings will only be confirmed after the University Timetable has been finalised.

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

(11) Hire of University spaces is contingent upon (but not limited to) activities which:

a. Are compatible with University strategic goals and values;
b. Are lawful and compliant with University policy;
c. Do not constitute a risk to the safety of members of the University community or University property; and,
d. Are unlikely to interrupt the core activities of the University or otherwise create unwarranted disturbance to the amenity of the campus

(12) The University will not accept bookings for University spaces made by third party providers. Bookings must be made by the individual/group/organisation holding the event.

(13) 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.

Hire Fees

(14) The University reserves the right to charge facilities hire fees and to recover any associated direct costs.

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(15) Hire fees for internal and external bookings will be determined by the Chief Digital Officer and Executive Director Campus Services, or the relevant business area, as part of the annual VU review of fees and charges.

(16) The hire of University spaces to external organisations will generally incur a venue hire fee. Commercial rates will apply for all external bookings other than:

a. Non-Commercial rates will apply to an external business entity that is registered as a charity or not for profit.
b. Room hire fees are waived for schools making bookings for the purpose of promoting Victorian University to their students.

(17) The hire of University spaces to internal users will generally not incur a venue hire fee. The following factors will be taken into account when determining the hire charge for an internal booking:

a. Activities for which admission or participation fees are charged may be liable for Commercial Charges and any associated direct costs. This includes usage by Not for Profit, Profit for Purpose and other Community Organisations.
b. Where the application is made, by a VU community member or organisation, on behalf of a commercial operator or non-university business, Commercial Charges apply.

(18) 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 hire fee to hire University spaces.

(19) Regardless of whether or not a hire fee is charged, any direct costs associated with the room hire will be charged to the user. These costs may include items such as security, cleaning, room set up, after hours air-conditioning etc.

Internal Hire

(20) Only current VU Staff can request an internal booking.

(21) Current VU Staff and other recognised entities associated with Victoria University can make bookings on behalf of approved student clubs, associations and societies.

(22) Non-affiliated clubs are considered external and external hire procedures will apply.

(23) For internal bookings to be confirmed prior to the Timetable being finalised approval from the Chief Digital Officer and Executive Director Campus Services will be required.

(24) In the event a clash is discovered, the hire of the facility will be cancelled to ensure priority to the University's core activities is maintained.

External Hire

(25) All approvals for hire of facilities are subject to the acceptance by the User of the quote and acceptance of the Conditions of Hire and Hire Agreement form.

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

Conditions of Hire

(27) A full set of hire conditions can be referenced in the External Room Bookings Conditions of Hire.

Applications for Venue hire

(28) All Users who wish to book a University Space (outside of the University timetable) should complete a Room

booking request form online and submit to VU Room Bookings.

Status and Details

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Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
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