Hire of University Facilities Procedure

Section 1 - Summary

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

Section 2 - HESF/ASQA/ESOS Alignment

(2) n/a.

Section 3 - Scope

(3) This Procedure applies to the hire of University facilities, including University grounds, for purposes such as:

a. Bookings by University Colleges and Departments for activities such as symposia, conferences and public lectures.
b. Bookings by University 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) This Procedure does not cover the use of University spaces for regular activities such as timetabled classes or standard business meetings.

(5) This Procedure does not apply to simulations labs, sports facilities, law courts or television studio facilities. The hire of these facilities is managed by the respective Colleges.

Section 4 - Definitions

(6) Hirer: An individual or organisation who requests and completes a facilities hire booking and completes associated facilities hire agreement & conditions form.

Section 5 - Policy/Regulation

(7) Hire of University Facilities Policy

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Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
DCS Facilities Bookings Services Officer	Facilitates the facility hire function including responding to enquiries, resourcing, quoting and invoicing of hire events. Performance reporting.
Manager, Real Estate Services	Approves/declines requests for facility bookings, and/or escalate requests which require further review and risk assessment. Undertake annual review of facility hire fees.
Chief Digital Officer and Executive Director Campus Services	Approve bookings to be confirmed prior to the University timetable being finalised. Approve hire fees for facility bookings following annual review.
Executive Director, Engagement & Government Relations Manager, Cultural Diversity	Determine, in consultation with the Manager, Real Estate Services 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

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

(9) Facility 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 facilities 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 facilities made by third party providers. Bookings must be made by the individual/group/organisation holding the event.

(13) Any decision to refuse to allow an individual/group/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.

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Hire Fees

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

(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 facilities 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 facilities to internal users may 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 facilities.

(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 facilities (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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