

QUEENSLAND UNIVERSITY OF TECHNOLOGY
Facilities Management- Campus Services

POLICY AND PROCEDURES for the HIRE OF FACILITIES

1. POLICY

Internal requirements for rooms and facilities will generally take precedence over other use. No adjustments to the timetable will be made to accommodate external use except in exceptional circumstances approved by the Associate Director Campus Services.

Facilities close to examination venues will not be available whilst examinations are in progress.

The use of facilities must comply with University policy. The use of QUT facilities by individuals, groups or organisations external to the University should not be in conflict, either directly or indirectly, with the activities of the University.

2. AVAILABILITY OF VENUES

Enquires about facilities which are not centrally controlled should be made directly to the appropriate cost centre.

Generally, facilities are only available for hire during non teaching periods e.g. semester breaks and weekends. The Timetabling system and QUT Academic Calendar will be used to determine the availability and suitability of facilities.

3. RATES OF HIRE, SECURITY BONDS AND OTHER CHARGES

The rates of hire are as specified in the schedule and will be reviewed from time to time. Where a rate is not specified it will be determined in consultation with the appropriate cost centre.

Hire rates should incorporate an appropriate return for the cost centre, as well as Campus Services administrative costs.

Predetermined discounts may be applicable for various categories of hirers on request. The rates of discount are subject to regular review.

Costs of additional cleaning or repair of damage associated with an event will be invoiced to the hirer.

A cleaning charge may apply to the refectory and other locations under the control of the Catering Licensee. This charge will be determined by the Catering Licensee and billed direct to the hirer.

Provision of additional equipment and furniture, and setting up facilities is the responsibility of the hirer.

Locations with AV equipment incorporate an equipment component in their hire rate. Additional equipment requirements should be negotiated directly with Audiovisual Services. Discounts apply to room rates only and not to any extra equipment or services.

Unless otherwise advised, hirers will be invoiced on completion of the event. QUT allows 30 days credit.

On request approved clients with long term agreements may be invoiced monthly.

4. SPECIAL CONDITIONS APPLYING TO THE SERVING OF ALCOHOL

Alcoholic beverages may not be sold for consumption on any University property unless an appropriate liquor licence is obtained and a copy is lodged with Campus Services not less than 24 hours before the commencement of the hire. The hirer will ensure that alcoholic beverages are consumed only within the scope of the hire agreement.

The hirer is required to comply with University policy and regulations concerning alcohol

http://www.mopp.qut.edu.au/H/H_03_06.jsp#H_03_06.04.mdoc).

Where alcohol is to be consumed at functions organised or sponsored by the Student Guild or other student groups the hirers are encouraged to engage a security guard from the contractor used by the University to patrol the areas external to the facility.

5. CORRESPONDENCE RELATED TO HIRE OF FACILITIES

Where requested, quotations for the hire of facilities will be prepared and where applicable will include information on car parking, catering policies, use of promotional material, liquor licence requirements, consumption of food and drink in lecture rooms, protection of floors in dance studios, any specific exclusions and security arrangements. Quotations should include an Agreement for the Hire of Facilities form and any related documentation and specify the return date necessary to secure the hire.

6. BOOKING OF FACILITIES

All bookings are recorded in the Timetable system.

All bookings for the use of facilities under Hire of Facilities arrangements are tentative until the Application for Hire of University Facilities document is received together with payment (where applicable) . Cheques or cash payments are not to be banked until the Hire Agreement has been approved.

Details of all after hours bookings are provided to Central Monitoring Service (Security).

Internal bookings will not be accepted after 3:00pm on the day of the booking.

Campus Services is responsible for coordinating all aspects of after hours use and for the hire of facilities in conjunction with the University cost centres involved. Where applicable the Central Monitoring Service and Parking Office will be informed of activities..

Where applicable, advice of hire agreements will be distribute to Health, Safety and Cleaning Services, Grounds Maintenance and Audiovisual Services.

This document is to be read in conjunction with:

- University Timetabling policy

http://www.qut.edu.au/admin/mopp/E/E_05_01.html)

- Grounds Booking Conditions

<http://www.fmd.qut.edu.au/forms/PDFs/Grounds%20Booking%20Agreement.pdf>)

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