

General teaching spaces at QUT comprise classrooms of various configurations, lecturer theatres, interconnecting spaces and sporting facilities which are used for QUT award courses and core teaching and learning activities related to them. When not occupied for their primary purposes they are vacant and available for alternative uses.

- General Classrooms include approximately 200 spaces comprising 31% of total UFA and cost an estimated \$18.7 million to maintain (2005 data). When not in use for their prime teaching and learning purposes, these vacant spaces are available for hire. As an educational institution with campuses in and around the Brisbane CBD QUT is an attractive and popular venue for conferences.
- The Continuing Professional Education (CPE) unit provides professional event management services which are available to both QUT organisational areas and external organisations. When not in use for their prime teaching and learning purposes, vacant general teaching spaces are available for conferences and similar activities and organisers are encouraged to use the CPE section to manage these events.
- Should organisers choose not to use the CPE unit they will be able to hire locations at commercial rates.

The following schedule describes the types of events catered for and the fee structure. Commercial rates reflect competitive markets. They are determined by periodically reviewing other universities and commercial organisations with similar locations and comparing their facilities and charges with those available at QUT.

Event type	Involvement			Cost of General Classrooms	Activities	Payment method
	CPE	Campus Services	Other			
CPE managed event	✓	✓		Minimum hourly rate based on service cost recovery as per a negotiated schedule of rates (TEFMA calculations)	<ul style="list-style-type: none"> <li>▪ Conferences</li> <li>▪ CPE Short Courses</li> </ul>	Journal transfer (CPE to Campus Services) on completion of event.
Faculty/Division managed event with CPE support	✓	✓	Faculty/Division	Full commercial hire rate less 50% discount. *	<ul style="list-style-type: none"> <li>▪ Conferences</li> <li>▪ CPE Short Courses</li> <li>▪ Training courses</li> </ul>	Journal transfer (Faculty/Division or CPE to CS) on completion of event.
Faculty/Division managed event		✓	Faculty/Division	Full commercial hire rate less 50% discount. *	<ul style="list-style-type: none"> <li>▪ Conferences</li> <li>▪ Training courses</li> </ul>	Journal transfer (Faculty/Division to CS) on completion of event.
CPE managed event for external organisation unrelated to QUT	✓	✓	External	Full commercial hire. *	<ul style="list-style-type: none"> <li>▪ Conferences</li> <li>▪ Training courses</li> </ul>	Journal transfer (CPE to CS) on completion of event.
External organisation unrelated to QUT		✓	External	Full commercial hire. *	<ul style="list-style-type: none"> <li>▪ Conferences</li> <li>▪ Training courses</li> <li>▪ Meetings</li> <li>▪ Other</li> </ul>	Invoice on completion of event

\* Rates are available at this web page: [http://www.fmd.qut.edu.au/campus\\_services/facilities\\_hire/room\\_hire.jsp](http://www.fmd.qut.edu.au/campus_services/facilities_hire/room_hire.jsp)