

Interim Unit Rules and Guidelines



Name: University Event Space Usage

Last reviewed: 03/06/2009

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SECTION 1 - INTRODUCTION

PURPOSE

The purpose of this policy is to:

- Define University facilities that are made available for extracurricular purposes when such use is consistent with the mission of the University
- Sets forth the conditions under which University and non-University groups may utilize University facilities for extracurricular purposes, and their responsibilities.

SCOPE

This policy and procedures encompasses the use of University facilities for both the Higher Education, TAFE and Corporate sectors, excluding the Sarawak Campus.

This policy does not apply to space used as part of the regular and recurring sphere of academic activities of a University Faculty, Unit, Department or School.

DEFINITIONS

Word/Term	Definition
Ad Hoc Bookings	For the purpose of this policy are those bookings that require space which are not part of formal class delivery
FSG	Facilities and Services Group
OHS	As it relates to Occupational Health and Safety Policies of the University and related Legislative definition.
Open Event Space	Non enclosed areas of the university that are suitable for gatherings, displays or general recreation, (eg John Street).
Enclosed Event Space	General space within or near university buildings that is not used for teaching purposes, (eg Foyers).
SSAA	Swinburne Student Amenities Association
Student Groups	Student Groups are those officially recognised by the University and registered with SSAA
Timetable Offices	Departments/Units within the University which are responsible for class and ad hoc bookings
Union	Swinburne Student Union.
University Guarantor	A University Guarantor is a Faculty, Unit, School or Department which bears financial, legal and procedural responsibility for all University costs and commitments related to use of Public and Open Event Space.

LEGISLATIVE CONTEXT

Name	Location

SECTION 2 – RULES AND GUIDELINES

PRINCIPLES

1. This policy aims for the effective and fair use of areas of the University that has been designated as Enclosed or Open Event Space by the Director of Facilities and Services Group.
2. Provide procedures to ensure that any use of these designated spaces do not cause a breach of any University commercial agreements, and does not cause disruption to the continued operation and business of the University nor bring the University into disrepute.
3. The policy aims to promote the safety of all persons on campus while preserving the physical integrity of University property.
4. Supports the University’s vision and mission.

RULES AND GUIDELINES

1	Allocation of Space
1.1	At the highest level all allocation of space and designation of use is determined by the Director of FSG.
1.2	Day to day allocation of space as defined in this policy is managed by the Unit(s) or nominee running the central timetable system. For the purpose of this policy know as a Timetable Office
1.3	All requests to book space will be issued an official booking confirmation receipt for use of said space
2	Core Business of the University
2.1	All teaching activities including examinations will have priority over all events that require use of Enclosed and Open Event Space. Any exceptions to this must be approved by the Director, FSG or nominee.
2.2	Enclosed and Open bookings must not interfere with other official University events, all teaching and learning activities, programs or meetings etc. In the consequence of interference the event may be required to alter its time place or manner of operation.
2.3	Usage of Enclosed and Open Event Space bookings is limited to the following times: Monday – Thursday 07:30 – 21:30 Friday 07:30 – 17:30 Any exceptions to this must be approved by the Director, FSG or nominee
	Use of Enclosed and Open Event Space
3.1	Areas will be designated by FSG for use by events that do not disrupt any University activity and meet the guidelines as outlined in this policy and the Space Management Policy.
3.2	The Director, FSG has the right to reserve certain Enclosed or Open Event Space for the sole or limited use by particular Faculties, Departments, Units or Schools of the University or SSAA. a) This may include setting aside of a limited area within the space. b) The times in which specific space can be used

	<ul style="list-style-type: none"> c) The types of displays or events to be held d) The use of sound systems or other technology e) The maximum number of persons the space can safely accommodate under all circumstances f) The ability or otherwise to serve and or prepare food and beverages.
3.3	Space can only be booked by Faculties, Departments, Units, Schools, officially recognized Student Clubs.
3.4	Individuals can not make bookings for space for their own use or for the pursuit of individual topics or endeavours.
3.5	Disorderly conduct, disruptive or mischievous behaviours, defacement of University property, violation of University policy, and break of student code of conduct is prohibited.
3.6	All persons associated with the event must comply promptly and completely with the requests of University staff, including Security, acting in accordance with their duties and or emergency situations.
3.7	University Guarantors are responsible for informing their guests and participants of the relevant policies and procedures that may pertain to their booked event.
3.8	All bookings are to comply to University and Legislative rules and policies.
4.	Terms and Conditions
4.1	General Conditions
4.1.1	University Faculties, Units, Departments, Schools or Student groups may not reserve space for the purpose of running an event that <ul style="list-style-type: none"> a) Does not pertain to their core business function b) Is on behalf of other organisation to provide access to University property.
4.1.2	The Faculty, Unit, Department, School or Student Group who holds the booking must be primarily responsible for planning, implementing and financing the event.
4.1.3	Solicitation is permitted only where it complies with the policy and procedure in this policy and is not to be construed to prohibit membership drives of official student clubs so long as such solicitation is not disruptive to any University activity. Disruption may include: <ul style="list-style-type: none"> a) Attempting to or actually interfering with, impairing, or impeding the institution's regularly scheduled classes, events, ceremonies, or normal and essential operations. b) Interfering with, impeding, or blocking the flow of vehicle or pedestrian traffic. c) Interfering with, impeding, or blocking the ingress or egress of any building. d) Wilfully, negligently, or with reckless disregard committing any act likely to create a health or safety hazard. e) Interfering with a registered event by blocking views or making sufficient noise to hamper a speaker or performance from being heard. f) Using voice or amplification systems resulting in violations of the policy stated within this document g) Wilfully, negligently, or with reckless disregarding the physical or emotional harm to others or in other ways disrupting classes or essential operations. h) Discriminate or treat someone unfairly because of an actual or assumed attributes i) Making unreasonable concentrated effort to extract some form of benefit.
4.1.4	Enclosed and Open Event Space may be booked by the same group for up to three consecutive days. Requests to extend this by the group or others on their behalf will be assessed. Exceptions to this may be at the discretion of the Director, FSG or nominee.
4.1.5	After the event the University Guarantor is responsible for leaving the area clean and returned to its original condition. If the area is not returned to it original condition the University Guarantor will be held in violation of this policy and liable to incur the cost for

	clean up and/or damage/replacement of property.
4.2	Food and Beverage
4.2.1	Catering and serving of alcohol will adhere to the procedures that are outlined within this policy and all relevant food and beverage regulations and legislation.
4.2.2	Serving of food and beverages only is permitted in Enclosed Event Space. Preparation and serving of food and beverages is permitted in Open Event Space
4.2.3	Events that involve the service of food and beverages should be conducted at an adequate distance away from any commercial enterprise who holds a lease to operate similar ventures on campus.
4.3	Temporary Structures
4.3.1	Events that require the use of temporary structures (eg canopy, fences or tent etc) must obtain relevant permissions and be identified at the time of requesting the booking.
4.3.2	If a temporary structure is proposed to be used for the event it must comply with the following: <ul style="list-style-type: none"> a) Construction of the temporary structure does not interfere with the normal business of the University. b) Have all necessary building permits where applicable and comply to Building Codes. c) Comply with all OHS standards d) Comply with all Food and Beverage regulations and legislation e) Comply with all Fire Prevention regulations f) Meet all policy and procedures outlined within this policy g) Make no attempt to have auxiliary facilities supplied to the temporary structure.
4.3.3	Temporary structures can only remain in place overnight, when prior permission has been obtained from the Timetable Office. The loss or damage to any temporary structures, items or objects left on site overnight remains the responsibility of the University Guarantor who placed the booking. The University will not be held responsible for any loss or damage.
4.3.4	Construction or removal of the temporary structure must not interfere with the normal business of the University or cause damage to University property.
4.3.5	Request to book limited Enclosed or Open Event Space for the purpose of display by way of moveable tables, banners or displays can be made for the designated areas.
4.3.6	Requests to use or move existing furnishing including tables and chairs is restricted only to the immediate space to be booked. No extra furnishings or equipment will be supplied. Costs associated with moving or storage of existing furnishings is borne by the University Guarantor.
4.3.7	Request to book limited Enclosed or Open Event Space for the purpose of display only are required to meet the following conditions: <ul style="list-style-type: none"> a) Tables, displays or banners are to be used only to provide information to passersby. b) All literature distribution must be in compliance with the University's policies and mission c) Display tables must display the name of the organization and be staffed at all times by members of the organization that has reserved space. d) Auxiliary amenities and/or IT support will not automatically be present other than that which is in the immediate vicinity. e) Displays must be self-supporting and are restricted to a height of 2.5 metres and a width of 3 metres. f) Tables space is not to exceed 3metres in length.

	<ul style="list-style-type: none"> g) Displays must be assembled and disassembled each day, unless prior permission has been obtained. h) The size and construction of display must meet all OHS standards and procedures outlined in this policy. i) Temporary notices, posters or chalking on walls etc that is not in designated areas is restricted. j) Meet all requirements outlined in the procedure section of this policy.
4.3.8	Signs, posters etc may only be displayed on non permanent structures. No signs, equipment, or other items may be taped or otherwise attached to walls, doors, glass or gates etc.
4.3.9	Existing facilities within the requested space are those only available. These facilities include but not limited to IT ,AV, power, water, tables, chairs etc.
5.	Event Safety Planning
5.1	All bookings are to be supported with a completed Event Detail Booking Request and OHS Checklist, before final confirmation is given.
5.2	Any space booked that is normally used as a main thoroughfare for pedestrian or vehicle traffic must allow continued adequate access based on OHS standards and any procedures outlined in this policy.
5.3	All exits and entry points are to have a clearway of no less than 3 metres.
5.4	Each separate area must have a minimum of two exits located at opposite locations or least spread as far as practicable. Generally exits are to be required to be attended at all times to prevent congestion around them.
5.5	Noise associated with events shall not exceed 85 decibels at a distance of 10 metres from the source for a duration of not longer than one hour.
5.6	Sound amplification or systems are not permitted at Tables, Displays or Banner areas booked for designated areas in or around Enclosed Space
5.7	Public Address systems are not permitted in Enclosed Space unless prior permission has been given.
5.8	The University reserves the right to control all volume levels if sound interferes with regular University business.
5.9	The Timetable Office who is responsible for these bookings or Director, FSG reserve the right to limit access to certain space based on condition of use, proposed event and physical characteristics or limitations of requested space.
5.10	<p>Pedestrian flows for Enclosed and Open events are to establish access lanes with a minimum width of 3 metres in each direction to allow optimum flow of traffic.</p> <p>Where the type of event or location of event has current legislation pertaining to thoroughfares then whichever access is greater will be used.</p>
5.11	<p>All requests to book an event will require an assessment by Security, to assess the risk level of the event. If it is deemed there is a risk associated with the event than the event organizer may be required to:</p> <ul style="list-style-type: none"> a) Move the event. b) Change the conditions of the event. c) Incur a cost for supplemental security for the event. d) Cancel the event.
5.12	<p>Attendance at any event must not exceed two people per square metre in ideal climatic conditions. As a guide space with non fixed seating should not be less than 1 square metre per person, with non fixed seating and tables, not less than 2 square metres per person.</p> <p>Those events that do not meet this general standard may be asked to move, change the</p>

	<p>time or disperse.</p> <p>Where current building codes or legislation relate to specific location types, these standards will apply.</p>
6.	Violations
6.1	<p>Any violation of the Enclosed and Open Event Space Policy and Procedure may result in:</p> <ul style="list-style-type: none"> a) The immediate suspension of the event. b) May prevent the group from conducting similar activities in the future. c) Limit available options for booking of space. d) Require financial compensation for damage, loss or disruption to University property or normal business. e) An infringement notice issued, that may or many not include costs incurred by the University.
6.2	No University Guarantor can request the use of space that contravenes the Policy and Procedures stated herein.
6.3	<p>Enclosed or Open Event Space, Table, Display or Banner space that has been booked for use but has not been used for the declared purpose will be deemed in violation of this policy and may result in:</p> <ul style="list-style-type: none"> a) A temporary or permanent loss of entitlement to book further events. b) Incur any costs if cancellation is not received in the prescribed period. c) Lose any security deposit or incur charges.
6.4	<p>Any bookings that are no longer required and which have not been cancelled within the prescribed period will incur an infringement that may include:</p> <ul style="list-style-type: none"> a) A temporary or permanent loss of entitlement to book further events b) Any costs incurred by the University c) Lose any security deposit or incur charges.
6.5	Any dispute regarding a violation or unresolved conflicts will be referred to the Director of Facilities and Services Group.

SECTION 3 – RELATED MATERIAL

This section contains the following procedures. While these procedures are independent of each other, they are required for implementation of the above policy related to delivery of units of study:

1. Requests to Book Enclosed and Open Event Spaces
2. Cancellation of Requested Space.

RELATED MATERIAL

	Procedure Steps	Responsibility
1.	Requests to Book Enclosed and Open Event Spaces	
1.1	Requests may be made up to three months in advance from the end of October of the previous year till no later than Friday, one week prior to the Event start.	University Guarantor
1.2	The information to be provided with the request must specify the following, for the Event Detail Booking Request Form: <ol style="list-style-type: none"> a) A detailed description of the activity that is proposed. b) Estimated number of guests in attendance c) Beverages and food to be served (if any) d) External supplemental equipment or facilities to be brought in e) Set-up and clean-up procedures and timetable. f) Date, time and duration of event. g) Organization sponsoring the event. h) Name, address, phone number, and email address of the University Guarantor. i) A completed Event Planning OHS Checklist j) Finance One Code or security deposit k) Sound systems used in conjunction with this policy (Open Event Space only) 	University Guarantor
1.3	All completed requests using the Event Detail Booking Request and OHS Check List are to be forwarded to the Timetable Office responsible for processing bookings.	University Guarantor
1.4	If approval is given, an Official Booking Confirmation receipt is given to the following: <ol style="list-style-type: none"> a) Applicant b) Campus Security c) Facilities Services Group 	Timetable Office
1.5	The Official Booking Confirmation receipt will indicate the location for details relating to charges, contact information etc	Timetable Office
1.6	Inform the relevant Faculty, Department, Unit or School that an Event will occur within their immediate vicinity	Timetable Office
1.7	Inform the appropriate on campus commercial entity who may have opportunity to cater/support the Event	University Guarantor
1.8	All temporary changes to arrangement of immediate existing furnishings are to be returned to their original state and configuration.	University Guarantor

	Procedure Steps	Responsibility
2.	Cancellation of Requested Space	
2.1	The University Guarantor must notify the Timetable Office who was responsible for issuing the Booking Confirmation receipt by the required number of days which are: a) Enclosed Public and Open Event Space – 5 working days. b) Tables, Displays or Banners – 5 working days.	University Guarantor
2.2	Inform all relevant University Units and groups that were to be involved with the booking	University Guarantor
2.3	Notify Campus Security and Facilities and Services Group	Timetable Office
2.4	Any preparation made to the booked space prior to the commencement of the event must be removed and the space returned to its original configuration and condition. Failure to do so will be deemed a violation of this policy	University Guarantor

SUPPORTING DOCUMENTATION

Forms and Records Management

Form	Retention Time	Retention Location
Space Management	One year or for period of exemption	Policy and Procedures database
Occupational Health and Safety	One year or for period of exemption	Policy and Procedures database

*University Disposal Schedule is available at <http://www.swin.edu.au/corporate/registrar/rms.htm>

Related Material

Name	Location	Document Type
Event Detail Booking Request and OHS Check List	http://www.swinburne.edu.au/hed/timetable/	Swinburne Website
Location Management Information	http://www.swinburne.edu.au/hed/timetable/	Swinburne Website
Guide to Organising Events at Swinburne University of Technology	Protocol and Special Events Office of the Vice Chancellor	Swinburne Website
Crowd Dynamics – Guideline for Concerts, Events and Organised Gatherings	http://www.public.health.wa.gov.au	Web page
Decibel (Loudness) Comparison Chart	http://www.gcaudio.com/resources/howtos/loudness.html	Web Pages
Guidelines for Places of Assembly – Public Health Act 1997	http://www.dhhs.tas.gov.au/news_and_media/new_place_of_assembly_guidelines	Web Page
Unit of Study Delivery and Timetabling – Higher Education	Policy and Procedures database	Web Page
Building Codes Australia	http://www.abcb.gov.au/	Web Pages

SECTION 4 – GOVERNANCE

RESPONSIBILITY

Policy Owner	Director, Facilities and Services Group
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VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment