

Key Event Spaces Use Protocols

Facilities and Services Group



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SWINBURNE UNIVERSITY
OF TECHNOLOGY

Updated: 13th September
Authorised by: Director, Facilities and Services Group

1. ATC Lecture Theatre (ATC101)

- i. The primary purpose of the ATC101 is for teaching and as such, timetabled class events take priority.
- ii. When not being used for teaching, the ATC101 may be booked for University official functions only (for example, Chancellor's lecture series, graduations, exams, open day, conferences).
- iii. Events to be held in the ATC101 in either theatre or flat floor mode must not exceed 480 persons (and must not be an additional 480 persons to those in ATC154)
- iv. A detailed security plan may be required depending on the nature of the proposed event.
- v. The ATC kitchen may be booked at the same time as ATC101
- vi. All Event bookings must be signed by a Head of Management Unit (Director, Executive Director, Dean or above)
- vii. Facilities and Services require 24 hours notice if the seating is to be retracted.

2. ATC Ground Level Foyer (ATC154)

- i. The primary purpose of the ATC Foyer is to provide circulation space for students, as such, timetabled class events take priority.
- ii. The ATC Foyer may be used for small University official functions while teaching is being conducted in ATC101 but will be limited to, static displays, marketing and promotional material, welcoming displays, all of which will not restrict the access/egress for students and other users of the building. Noise levels must not exceed normal conversation levels during teaching periods.
- iii. When ATC101 is not being used for teaching, the ATC Foyer may be booked for University official functions only (for example, Chancellor's lecture series, graduations, exams, open day, conferences).
- iv. Events to be held in the ATC Foyer must not exceed 480 persons (and must not be an additional 480 persons to those in ATC101)
- v. A detailed security plan may be required depending on the nature of the proposed event.
- vi. The ATC kitchen may be booked at the same time as ATC Foyer
- vii. All Event bookings must be signed by a Head of Management Unit (Director, Executive Director, Dean or above).

3. ATC Student Common (ATC103)

- i. Only ATC Student Common (ground level) is bookable – ATC Student Common (level 2) is not.
- ii. ATC Student Common (ground level) is only bookable at outside of Semester 1 and Semester 2 (inclusive of the exams periods) as defined by the Academic Calendar.
- iii. ATC Student Common (ground level) may only be booked in conjunction with the ATC Foyer (i.e. it is not a stand alone event space).
- iv. ATC Student Common (ground level) may only be booked for University official functions only (for example, Chancellor’s lecture series, graduations, exams, open day, conferences).
- v. Unless directed by Security, the ATC Student Common (level 2) must remain accessible for students despite events occurring in ATC Student Common (ground level)
- vi. The capacity for the ATC103 is 100
- vii. All Event bookings must be signed by a Head of Management Unit (Director, Executive Director, Dean or above).

4. AD108 (Cloisters)

- i. AD108 may be booked for both University official functions and by Student Groups that are officially recognised by the University and/or registered with SSAA.
- ii. The capacity for AD108 is 50
- iii. The space may only be exclusively booked by Students Groups for events after 5:30 pm
- iv. Any breaches of the University Event Space Usage policy or of the conditions listed herein may result in the responsible Student Group being excluded from booking event spaces and holding events on the University campuses for up to 12 months.

5. Swinery Corner

- i. The Swinery corner may be booked for both University official functions and by Student Groups that are officially recognised by the University and/or registered with SSAA
- ii. Any ‘cooking’ facilities e.g. barbeques are to remain on the paved area and not on the ‘grass’
- iii. Vehicles of any nature are not permitted on the ‘grass’ at any time
- iv. Noise levels must not exceed normal conversation levels during teaching periods

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- v. Any breaches of the University Event Space Usage policy or of the conditions listed herein may result in the responsible Student Group being excluded from booking event spaces and holding events on the University campuses for up to 12 months.

6. Atrium

- v. The Atrium may be booked for both University official functions and by Student Groups that are officially recognised by the University and/or registered with SSAA
- vi. Access and egress from the BA building and the Library must be not restricted at any stage.
- vii. Events which include static displays, marketing and promotional material, welcoming displays, and where noise levels will not exceed normal conversation levels are permitted at any time of the year.
- viii. Events where noise levels are expected to exceed normal conversation levels (eg the Diwali Festival) will only be approved outside of Semester 1 and Semester 2 (inclusive of the exams periods) as defined by the Academic Calender.
- ix. The capacity for the Atrium is 500
- x. The cooking/preparation of food is not allowed in the Atrium space.
- xi. Any breaches of the University Event Space Usage policy or of the conditions listed herein may result in the responsible Student Group being excluded from booking event spaces and holding events on the University campuses for up to 12 months.
- xii. A detailed security plan may be required depending on the event. This may require up to 8 additional security guards being required to both secure the numerous access points to the Atrium, whilst keeping these egress doors unlocked, as well as act as crowd control. (Note that this security guard requirement may increase if alcohol has been permitted).

7. UN Level 3

- i. UN Level 3 may be booked for both University official functions and by Student Groups that are officially recognised by the University and registered with SSAA
- ii. Loud music, PA systems or the external balcony are not allowed on weekdays during Semester 1 and Semester 2 (inclusive of the exams periods) as defined by the Academic Calender before 9:30 PM. During these times, noise levels will not exceed normal conversation levels.
- iii. The capacity for UN Level 3 for events before 9:30 PM is 150 persons.
- iv. The capacity for UN Level 3 for any events which extend beyond 9:30 PM is 50 persons (capacity level is based on the number of available toilets and is regardless of whether or not the balcony is utilised).
- v. The capacity for UN Level 3 for any events which extend beyond 9:30 PM can be extended to 150 persons assuming access to the toilets on the ground level of the

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ATC are provided – as this space is secured after 9:30 PM an additional security guard will need to be stationed in this space and the costs will need to be passed back to the users of the space (approximately \$150).

- vi. Any breaches of the University Event Space Usage policy or of the conditions listed herein may result in the responsible Student Group being excluded from booking event spaces and holding events on the University campuses for up to 12 months.
- vii. A detailed security plan may be required depending on the event

8. The George Level 1 or 2 or both

- i. The George (level 1 or 2 or both) may be booked for both University official functions and by Student Groups that are officially recognised by the University and registered with SSAA.
- ii. Bookings may include the following spaces: GS101; GS102; GS104; GS151 (noting that GS101 and GS151 are thoroughfares and hence must not block access/egress) and GS217.
- iii. Only GS104 may be exclusively booked before 5:30PM Monday to Friday, meaning that while the other event spaces in GS may be booked before 5:30PM, other people will still be able to access the space.
- iv. The cooking or preparation of food is not allowed in this space
- v. Music, PA systems or any activities where noise levels will exceed normal conversation levels are not permitted weekdays between the hours of 8AM to 6PM for respect to the other building users
- vi. The maximum capacity for The George Levels 1 is 115 and The George Level 2 is 115 (capacity levels will depend on type of event)
- vii. Any breaches of the University Event Space Usage policy or of the conditions listed herein may result in the responsible Student Group being excluded from booking event spaces and holding events on the University campuses for up to 12 months.
- viii. A detailed security plan may be required depending on the event

9. Wakefield Street Gardens

- i. All functions, activities, and events to be conducted in the gardens, may require the organisers to submit accurate plans and details to the Director, Facilities and Services Group for approval.
- ii. The lawn areas have in-ground sprinkler and 12 volt wiring systems which are easily damaged. Vehicles, trailers and stages or other structures are not allowed on the lawn areas. Marquees, banners and other like items are not allowed to be “staked” or “pegged”. These structures must be held in place via foot plates no less than 300mm square for any poles and any tie ropes must be secured via appropriate weighted devices such as sand bags or concrete blocks.

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- iii. There is no external power available. Extension leads must display a current “Test and Tag” label and be suitable for the application being used. All leads must be secured in such a way as to not impede pedestrian or vehicular traffic and to not create an OHS risk. (Trip Hazard) or to be placed in such a way as to be subjected to mechanical damage.
- iv. The trees and plants are not to be used to support or secure: banners, signage, electrical leads, marquees etc.
- v. The lawns are watered via an automated system. All lawns must be cleared prior to 10.00pm each evening to allow the system to work and service the lawn area.
- vi. The lawns are cleaned regularly throughout the day. Additional cleaning, including bin emptying, will be required according to the event. These services will incur additional costs to be borne by the organisers.
- vii. All areas used are to be cleaned up (including rubbish in the ponds) by the organisers at the conclusion of the event or daily (whichever is appropriate). If the grounds or ponds are left in an untidy condition Facilities and Services will arrange for a clean up and charge the organisers accordingly. If the ponds are vandalised in such a way as to require draining and replacement of the water to make good these costs will be borne by the organisers (includes contaminants or additives that alter the condition of the water)
- viii. You are reminded that the gardens are a public space thoroughfare and therefore a constant path of travel for many pedestrians. Pathways must be kept free of obstructions at all times.
- ix. In the interests of OHS there may be times when certain lawn areas will not be available if water logged or damaged from a previous event.
- x. While the lawns are drought tolerant there may be times during the summer period when certain areas of lawn will not be available due to their condition.
- xi. Events where noise levels are expected normal conversation levels will only be approved outside of teaching periods