

University Space for Functions other than Regular Delivery of Lectures/Seminars to Enrolled Students Guidelines

Section 1 - Policy

(1) Refer to the [University Facilities - Hire and Use Policy](#).

Section 2 - Guidelines

(2) Staff are reminded that they have a responsibility when using University spaces to comply with Occupational Health and Safety legislation in regard to the safety of visitors to the University.

(3) Failure to comply with regulations relating to Places of Public Entertainment may result in fines or liability on behalf of the individual organiser(s), as well as the University.

(4) It is a requirement that all rooms used for functions/seminars other than core teaching are to be booked through Infrastructure and Facilities Services, (except for the conservatorium of Music which is booked directly via the College of Human and Social Futures).

(5) Apart from the small seminars outlined below, any function to which members of the public (i.e. any persons other than members of University staff or students) are invited may only take place in theatres and venues that are licensed as A Place of Public Entertainment. Within the University, these licensed venues are The Great Hall, Griffith Duncan Theatre, Computing Information Sciences Theatre CT202, General Purpose Building Theatres GP1 and GP2, Richardson Wing Theatre RW149, University House Exhibition Space, Drama Theatre, and Conservatorium of Music Hall.

(6) A lecture or seminar attended by fewer than 100 people does not fall within the requirements for a public lecture/seminar if the attendees are registered and information is sent to them prior to the lecture or seminar.

(7) These Departmental seminars are permitted to take place in tutorial rooms without a paid attendant providing a designated University employee is familiar with safety provisions and undertakes to act as the attendant, taking due care of the wellbeing and safety of the attendees. This role includes the checking that electrical cords and other potential trip hazards are properly secured and the room is secured after the event.

(8) The designated person will be required to complete "The Essential Services Checklist" provided by the Facility Hire Section, Infrastructure and Facilities Services to ensure the safety of the attendees.

(9) Approved University Conferences, because of the numbers of attendees, are required to be held only in licensed theatres and will attract fixed costs charge (only) which includes the provision of an attendant.

(10) When the University is hosting a conference for another organisation the "benefit of education" rate will be levied.

(11) All other bookings will be at the normal "commercial" rate.

(12) Please also remember that visitors may not be aware that Motor vehicle entry fees apply on campus weekdays

throughout the year, between the hours of 8am to 5.30 pm. Please obtain a copy of the visitor parking information leaflet available from Infrastructure and Facilities Services or go to visitor parking for information.

Status and Details

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Approval Date	1st January 2008
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Responsible Executive	David Toll Chief Operating Officer
Enquiries Contact	David Toll Chief Operating Officer <hr/> Infrastructure and Facilities Services

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Vehicle" - Has the same meaning as section 4 of the Road Transport Act 2013.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.