

University Facilities - Hire and Use Policy

Section 1 - Introduction

(1) The facilities of the University of Newcastle (University) are primarily used for educational and research purposes of the University. Function rooms, hospitality and conferencing venues, theatres, and teaching rooms that are not fully utilised for such purposes are available for hire.

Section 2 - Purpose

(2) This Policy outlines the conditions established by the University that must be met when University facilities are hired and used.

Section 3 - Scope

(3) This Policy applies to all University facilities that are hired for purposes other than educational and research purposes of the University.

(4) This Policy does not apply to scheduled bookings of facilities by the University for educational and research purposes.

Section 4 - Audience

(5) This Policy should be read and understood by all persons seeking to hire a University facility.

Section 5 - Commercial Arrangement

(6) By way of commercial arrangement, NUservices Pty Limited are responsible for administering the hire and use of University facilities on behalf of the University.

Section 6 - Definitions

(7) In the context of this document:

- a. an “in house-conference” refers to a conference convened by a College, division or other unit of the University, on behalf of the University;
- b. an “in-house hirer” refers to a hiring party that is a staff member, College, division, student club or student association of the University;
- c. a “user” refers to the person or persons utilising a University facility under a [Venue Hire Agreement](#); and
- d. a “hirer” refers to a party to a [Venue Hire Agreement](#).

Section 7 - General Conditions of Hire and Use

(8) The University requires that all rooms used for functions/seminars, other than for core teaching, are to be booked through Infrastructure and Facilities Services (IFS) (except for the Conservatorium of Music which is booked directly via the College of Human and Social Futures).

(9) NUservices Pty Limited will assess all applications to hire a facility for a proposed event in accordance with the provisions of the [Code for the Protection of Freedom of Speech and Academic Freedom](#) and the University's policies.

(10) The University will have priority for securing bookings for the use of its facilities.

(11) Bookings will not generally be accepted for events scheduled to occur more than 12 months in advance of the booking application.

(12) The hire and use of University facilities, regardless of hirer, will be subject to the provisions of this policy, and the specific conditions of hire set out in the [Venue Hire Agreement](#).

(13) NUservices Pty Limited may apply discounts to the fees for hire of a facility in accordance with this Policy.

(14) Any application to hire a University facility will be subject to approval and confirmation.

(15) Hirers, including in-house hirers, may be liable for any loss or claims subsequent to an event, where it may be determined that the University's policies or directions have not been complied with.

(16) NUservices Pty Limited and the University reserves the right to instruct that an event must cease, at any time, where it is considered that the event does not comply with the provisions of this policy and/or the [Venue Hire Agreement](#).

Section 8 - Insurance, Fees and Charges

(17) The schedule of hire fees and charges is available by emailing venuesandevents@newcastle.edu.au.

(18) NUservices Pty Limited may require the hirer to pay a security deposit on approval of an application to hire. Refunds of the security deposit will be subject to NUservices Pty Limited not incurring any further costs related to the event.

(19) NUservices Pty Limited may charge an administrative fee for the cancellation of an approved booking.

Hire Discounts

(20) Discounts may apply to facility hire. Any discount to be applied will be at the discretion of the NUservices Pty Limited and will be dependent upon each individual circumstance.

(21) NUservices Pty Limited will consider the following when determining any discount for facility hire:

- a. the capacity of the event to be of benefit to education;
- b. any not for profit status of the hirer, or where profits will be directly donated to charity or for the benefit of education;
- c. where the use of the facility is for rehearsal or practice sessions and the actual performance will be held in a University venue subject to a [Venue Hire Agreement](#).

In-House Conferences Fees and Charges

(22) In-house conferences will be charged actual costs only, including but not limited to:

- a. an administration fee;
- b. cleaning costs;
- c. audio-visual attendant costs;
- d. security costs; and
- e. set up costs.

Insurances

(23) In-house conferences that are approved in accordance with this Policy may be covered under the University insurance policies for the duration of the hire.

(24) For all hire applications and prior to approval, the Venues and Events team will contact the Insurance Team to confirm that either appropriate and sufficient University insurances are in place; or that confirmation of insurances will be required from the hirer or in-house hirer.

(25) In-house hirers are responsible for ensuring any contractors provide the appropriate insurances and undertake contractor inductions prior to the event.

(26) Hirers must provide evidence of current workers compensation insurance unless the hirer is a sole trader, and public liability insurance, prior to an event.

Section 9 - Application and Confirmation of Hire

(27) Applications for hire of University facilities must be made on the appropriate Venue Hire Enquiry Form (see [Hire Our Facilities](#)).

(28) Approval of an application to hire a facility will be subject to the availability of the required facility, and the hirer's or in-house hirer's capacity to meet the requirements of the Venue Hire Agreement and this Policy.

(29) Upon approval of an application, NUservices Pty Limited will provide notification of the approval in writing and provide a Venue Hire Agreement to the hirer for completion.

(30) Hire of a facility will be confirmed upon payment of the security deposit and evidence of insurance.

Section 10 - Access to Facilities

(31) Access to facilities will only be provided after:

- a. confirmation of the booking; and
- b. confirmation of required insurances.

(32) Hirers, including in-house hirers, are responsible for ensuring that the event is conducted in accordance with the all relevant health and safety requirements (Please see [Essential Services Checklist](#)).

External Conference Coordinators

(33) Where a college or division elects to contract an external Conference Coordinator, NU Services Pty Limited must

be advised prior to finalising any agreement with the Conference Coordinator to:

- a. ensure appropriate insurances are confirmed; and
- b. enable induction and access to facilities.

Audio-Visual Attendants

(34) Hirers are strongly encouraged to engage suitably qualified audio-visual attendants to support their event.

(35) NUservices Pty Limited may require audio-visual attendants to provide evidence of suitable training and qualifications, including any health and safety training.

(36) The University may make its audio-visual staff available to hirers of facilities where this may be required, for limited support.

Catering

(37) Catering for all conferences and functions held on University premises must be provided by NUservices Pty Limited. NUservices Pty Limited can provide details of services available, and coordinate specific requirements.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	Director, Infrastructure and Facilities Services
Approval Date	To Be Advised
Expiry Date	Not Applicable
Responsible Executive	Julie Rich Director, Infrastructure and Facilities Services +61 2 49215273
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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.

"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.

"University facility" - Infrastructure owned, maintained or supported by the University.

"College" - An organisational unit established within the University by the Council.