

Hire of University Facilities and Equipment Procedures

INTRODUCTION

This document highlights the University's ability to welcome community events on its campuses and raise the profile of the University as a "good community citizen" by hiring out University facilities and equipment (when not being used for core business) to staff, students and the general community. The income generated will assist with the upkeep, maintenance and upgrading of assets that would otherwise be under-utilised.

Note: The hiring of University facilities and/or equipment is always subject to priority use by the University.

COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

INTENT

The intention of this document is to identify the procedures to be followed when booking and utilising facilities, equipment and related services on all campuses and training centres of the University.

RELEVANT DEFINITIONS

In the context of this document

Authorised officer means any staff member of the University including security staff and facilities officers;

Custodial Services means all activities required for the provision, preparation and set up of the facility/function (e.g. tables, chairs, A Frames, coolers, display panels, garbage bins etc.) and subsequent cleaning to ensure the functional and aesthetic running of an event;

FAS means the University's Finance and Asset Services division;

ITMS means the University's Information Technology Management and Support branch, which provides information technology and audio visual support and services;

OFM means the Office of Facilities Management;

Hirer means the person whose application to hire the facilities and/or equipment has been accepted by the University; and

Security Officer means the staff members employed in the Security Office on Casuarina campus, the security officer at Palmerston, Alice Springs and either the front desk, information centre or campus reception at Katherine and all other training centres and campuses.

PROCEDURES

General

University facilities cannot be hired to conduct any activities judged to be illegal, inappropriate for a University venue, or conflicting with the University's mission, goals or values, or likely to bring the University's name into disrepute. The University reserves the right to refuse any application to hire a facility and/or equipment. The University is not required to explain its reasons for refusal of an application. The decision to refuse is at the University's discretion.

Casuarina and Palmerston Campus Request for Hire of Facilities and Equipment

Internal Applicant

All University staff or students wanting to hire facilities and/or equipment for **University related functions and/or activities** must complete the Internal Room Booking Request form or Application to Use CDU Equipment form and submit it to the [Office of Facilities Management](#).

External Applicant

University staff, students, members of the community and external organisations wanting to hire facilities and/or equipment for **non-University related functions and/or activities** must complete and submit to the [Office of Facilities Management](#):

- An Application to Conduct a Function form. Regulations and conditions for hire and use, including fees are specified in the application;
- Proof of a public liability insurance policy for a minimum of AUD\$10 million coverage within forty-eight (48) hours of confirmation of booking (with the exception of Northern Territory Government employees who are organising a function for government work-related purposes); and
- A special liquor licence if alcohol will be provided/sold during the function (initially submitted to OFM for approval, then lodged with the Department of Justice Licensing, Regulations and Alcohol Strategy at least seven (7) days prior to the event). The hirer will need to ensure that if they do not have a current nationally recognised Responsible Service of Alcohol (RSA) certificate then they nominate a designate who will assume responsibility for serving and monitoring the service of alcohol during the function. A copy of the designee's RSA certificate must also be forwarded to OFM along with the application.

Note: There is no minimum amount of notice required by OFM to secure a booking. However, as much notice given in advance of the proposed booking date will help ensure availability of a suitable venue, and the necessary time required to fulfil various conditions of hire.

Alice Springs Campus Request for Hire of Facilities and Equipment

Any person/s interested in hiring University facilities and/or equipment at the Alice Springs campus must initially contact the Alice Springs Facilities Officer for contact details and information about campus facilities.

Internal Applicant

All University staff members or students wanting to hire facilities and/or equipment for University related functions and/or activities, must complete an [Internal Room Booking Request form](#) and submit it to the Facilities Officer.

External Applicant

University staff, students, members of the community and external organizations wanting to hire University facilities and/or equipment for non-University related functions and/or activities must:

- Contact the Facilities Officer with as much advance notice of required hire period as possible;
- Request, complete and submit a Hire of Alice Springs Campus Facilities form to the Facilities Officer. Regulations and conditions for hire and use, including fees are specified in the application;
- Provide proof of a public liability insurance policy for a minimum of \$10 million coverage within forty-eight (48) hours of confirmation of booking (with the exception of Northern Territory Government employees who are organising a function for government work-related purposes); and
- Submit a special liquor licence if alcohol will be provided/sold during the function (initially submitted to OFM for approval, then lodged with the Department of Justice Licensing, Regulations and Alcohol Strategy at least seven (7) days prior to the event). The hirer will need to ensure that if they do not have a current nationally recognised Responsible Service of Alcohol (RSA) certificate then they nominate a designate who will assume responsibility for serving and monitoring the service of alcohol during the function. A copy of the designee's RSA certificate must also be forwarded to OFM along with the application.

Note: If the function is education-related, no fees will be charged to educational associations and not for profit societies and organisations.

Katherine Campus Request for Hire of Facilities and Equipment Internal/External

All staff, students, members of the community and external organizations wanting to hire University facilities and/or equipment for University related or non-University related functions and/or activities, must:

- Initially contact the campus to inquire about availability and costs;
- Complete and submit an Application to Conduct a Function form. Regulations and conditions for hire and use are specified in the application;
- Provide proof of a public liability insurance policy for a minimum of \$10 million coverage within forty-eight (48) hours of confirmation of booking (with the exception of Northern Territory Government employees who are organising a function for government work-related purposes); and
- Submit a special liquor licence if alcohol will be provided/sold during the function (initially submitted to OFM for approval, then lodged with the Department of Justice Licensing, Regulations and Alcohol Strategy at least seven (7) days prior to the event). The hirer will need to ensure that if they do not have a current nationally recognised Responsible Service of Alcohol (RSA) certificate then they nominate a designate who will assume responsibility for serving and monitoring the service of alcohol during the function. A copy of the designee's RSA certificate must also be forwarded to OFM along with the application.

All Other Campuses/Training Centres Request for Hire of Facilities and Equipment

Space is limited at the smaller campuses and training centres of the University. Facilities are generally leased through the Northern Territory Government, Department of Business and Employment. However, booking of facilities and/or equipment including video conferencing may be accessed by contacting the specific campus/training centre directly. The individual campus/training centre coordinator will assess availability and coordinate bookings.

Confirmation of Booking

The relevant officer from the Office of Facilities Management will confirm availability of suitable facility/equipment and will discuss alternative arrangements if the requested facility and/or equipment is unavailable.

The relevant officer ensures that the:

- Facility and/or equipment is booked through the Syllabus Plus booking system;
- Hirer and relevant University staff (including security, facilities, cleaners/custodial, timetabling, grounds, advancement office, ITMS, marketing, catering and/or teleconferencing) are sent a Function Bulletin email confirming the upcoming function/activity being conducted on campus;
- Appropriate equipment/custodial services are arranged as necessary;
- Hirer can safely and competently operate relevant equipment and if not, arrange suitable training/instruction; and
- [Request for Invoice Form 4334.1](#) is completed and invoice is sent to Accounts Receivable Officer, FAS.

Conditions of Hire

Any instructions/directions given by an authorised officer of the University must be respected.

Cleaning

All hire charges include reasonable cleaning. However, the hirer will have to meet the cost of any additional cleaning required to return the facilities to reasonable condition after use.

Note: Reasonable cleaning does not include cleaning residual food and beverages after catered functions.

Damages

The hirer is responsible to pay the costs of repair or replacement as a result of damages to the facility and/or equipment hired. This includes furniture, carpet, fittings or fixtures, equipment or other items belonging to the University.

Technical Equipment

At the time of application for a function the hirer must specify equipment required for use. This will be subject to availability and will be provided for a fee. Hirers should familiarize themselves with the correct usage of equipment prior to the hire date and arrange training through the Office of Facilities Management if necessary.

Any portable electrical equipment brought onto the campuses must be tested and tagged in accordance with standards AS/NZS 3760:2010 In-Service Safety Inspection and Testing of Electrical Equipment.

Some facilities such as computer laboratories may require specialized technicians or other specialist University staff in advance of and/or during the hire period. The hirer will be informed of these requirements and relevant costs if applicable.

Security and Access

Prior to use of the facilities, acceptable arrangements must be made between the hirer and the OFM/Facilities Officer regarding the locking of premises, proper care of the facilities and extra security if required during the hire period. The University takes no responsibility for personal security of the hirer or any member or associate thereof.

No other activity other than that stated in the application to conduct a function is to occur, and no other facility used without prior approval of the OFM/Facilities Officer.

Security officers will ensure that facilities are open for the event and locked afterwards. Arrangements to gain early access for setting up must be made with the OFM/Facilities Officer at least three (3) days before the event.

Some functions and activities may require additional security for “crowd control”. This will be determined by the Head of Security after reviewing the application. Industry standards recommend two (2) security staff up to and including the first one hundred (100) people, and then one (1) additional security staff for every one hundred (100) people expected above that number (the numbers of attendees, location, provision of alcohol and nature of a function are all factors that may necessitate additional security staff). Functions and/or activities requiring additional security staff and associated costs will be charged to the hirer.

Any suspicious activity, accidents, incidents or emergencies arising during a function or activity must be reported immediately to security as per the Reporting of Crimes/Incidents and Emergencies on Campus Procedures.

After Hours Use of Facilities and Additional Charges

Any costs incurred for additional services (such as security, cleaning, electricity, air conditioning etc.) for functions and/or activities held outside regular office hours (e.g. evenings, weekends, public holidays and semester breaks) will be charged to the hirer. If the hirer fails to vacate the premises by the agreed upon time as stated in their application, then further hiring charges may be applied by the University.

Smoking at/during Functions

Smoking is not permitted in or around any of the hired facilities.

Catered Functions

Prior approval must be given by the Office of Facilities Management before food and/or beverages may be provided at the function.

The University has an on-site contracted caterer on the Casuarina campus who, under the terms and conditions of the University contract, is to be provided an opportunity to ‘quote’ on all functions and events requiring catering at Casuarina Campus. Further advice in relation to the contract obligations is to be sort from the Office of Facilities Management.

All cutlery, crockery, catering equipment, food and/or beverages must be cleaned up/disposed of by the catering staff/hirers immediately following the function in order to avoid additional charges for pest control treatments and cleaners.

The provision of alcohol must be in strict accordance with the Northern Territory Liquor Act and the Responsible Service of Alcohol on Campus Procedures. The hirer must obtain a special liquor licence when required and ensure that anyone serving alcohol is certified in the responsible service of alcohol.

NOTE: A refundable deposit ranging from \$50 - \$550, (to be determined by the OFM/Facilities Officer), may be required from the hirer to cover potential damages and/or additional cleaning requirements.

Emergency Information and Fire Safety

For life threatening or time critical medical emergencies the nearest person able to call an ambulance should do so immediately on “000” or (“112” from a mobile device) and the necessary first aid should be administered by a trained first aid officer/health care professional as soon as possible (see [First Person on the Scene \(Accident/Incident\) Procedures](#)).

Security officers where available, are all trained in first aid and should also be notified as per the Reporting of Crimes/Incidents and Emergencies on Campus Procedures should an incident occur.

Staff, students or visitors involved in or witnessing a critical incident (e.g. threat, accident, incident, crime, death or medical injury), must contact an authorised officer immediately. The authorised officer will make the necessary arrangements for emergency personnel to attend. An [Accident, Incident and Injury Report](#) and/or [Witness to Accident/Injury Report](#) must also be completed and forwarded to the Safety, Emergency and Wellbeing Unit of the Office of People and Capability.

Hirers are responsible for ensuring all attendees are aware of, and conform to the University fire safety and emergency regulations. This includes knowing the location of emergency exits and relevant emergency equipment such as first aid kits and fire extinguishers.

Every entry and egress from any function will be kept entirely free from obstruction, whether permanent or temporary. All floor coverings will be securely fixed to the floor. All curtains covering doors, or in passages, must be hung so as not to reach the floor.

Throughout the duration of any function and/or activity all exit doors must accessible and clearly identified.

Noise Management

Excessive noise is prohibited. Recorded music and performances by live musicians must cease at 12:00 (midnight). University Security Officers are authorized to order the hirer to lower or cease noise levels if necessary.

Children on University Premises

Children must be under strict adult supervision at all times (refer to [Children on the University Premises Policy](#)).

Reporting of Unusual Incidents

Any unusual incident relating to the hire of the facilities is to be reported to the OFM/Facilities Officer on the first working day after the day of hire.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Accident, Incident and Injury Report](#)

Application to Use CDU Equipment

[Children on the University Premises Policy](#)

[First Aid Procedures](#)

[First Person on the Scene \(Accident/Incident\) Procedures](#)

Internal Room Booking Request Form

[Request for Invoice Form](#)

[Space Management Policy](#)

[Space Management Procedures](#)

External

Australian Standard for In-Service Safety Inspection and Testing of Electrical Equipment AS/NZS 3760:2003

[Liquor Act 1980](#) (NT)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	2014
Sponsor:	Deputy Vice-Chancellor, Operations		
Contact Officer:	Director, Facilities Management		

Version	Date Approved	Approved by	Brief Description
1.00	19 May 2006	Vice-Chancellor	Creation of original document and upload to CDU website.
2.00	28 Nov 2012	Vice-Chancellor	Major review of document including converting process to current procedure template. This document also incorporates Palmerston, Alice Springs, Katherine and rural campuses facilities and/or equipment booking procedures.
2.01	8 Jul 2013	Governance	<ul style="list-style-type: none"> • Assigned document number • Converted document to current template • Updated and added hyperlinks • Minor changes to wording, grammar and formatting
2.02	28 Jan 2015	Governance	Removed (refer to CDU Community Venue Hire for a description of the facilities available on the four main campuses) from the Introduction as this is no longer relevant. Revised document is pending review
2.03	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Converted document into new template • Updated hyperlinks • Added Deputy Vice-Chancellor, Operations as a Sponsor • Amended Contact Officer from Manager Facilities Services, OFM to Director, Facilities Management • Removed reference to supporting documents that are no longer current • Amended Office of Human Resources to office of People and Capability • Amended Health, Safety and Environment Unit to Safety, Emergency and Wellbeing