

<b>Name of Guidelines</b>	Bookings Terms and Conditions
<b>Governing Policy and Procedures</b>	Space Management Policy, Room Booking Procedures Timetabling Policy and Procedures Facilities Hire Policy and Procedures
<b>Description of Guidelines</b>	<p>These guidelines outline the terms and conditions for use of University facilities, including ICT equipment, and are applicable to staff, students and external organisations that book or hire University facilities.</p> <p>Staff and student should also refer to the Room Booking Procedures.</p> <p>External organisations should also refer to the Facilities Hire Policy and Procedures.</p>
<b>Guidelines applies to</b>	<input checked="" type="checkbox"/> University Wide <input type="checkbox"/> Specific <input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> Staff and Students
<b>Guidelines Status</b>	<input checked="" type="checkbox"/> New Guidelines <input type="checkbox"/> Revision of Existing Procedures
<b>Description of Revision</b>	

## 1. Definitions

**User** refers to staff member, student and external organisations that use ACU facilities.

## 2. General Terms and Conditions for ACU staff

When booking a venue, ACU staff members are requested to:

- 2.1. Leave spaces in the condition they were found and to respect colleagues' adjacent work areas.
- 2.2. Ensure setup and pack down time, in particular cleaning and tidying up, are planned ahead and included in the booking time.
- 2.3. Request additional services at least 3 working days in advance.
- 2.4. Liaise with the relevant Associate Vice-Chancellor or Campus Dean's office when organising Campus wide events.
- 2.5. Liaise with the relevant Associate Vice-Chancellor or Campus Dean's office when making a booking for non ACU related purposes that involves inviting visitors on a campus.

## 3. General Terms and Conditions for all users, including ACU staff

- 3.1. The facilities will be used only for the intended purpose and will not result in the reputation of the University being brought to question.
- 3.2. The user shall not:
  - Use the name of the University or the University crest or any part thereof in any advertising or promotional material or make any statement that implies or might imply that ACU is in any way connected to a non-ACU function.
  - Do or permit to be done anything which may invalidate any policy of insurance or affect the right of ACU to claim under any policy. If the user is in breach of this condition then the user indemnifies the University against all damages, losses and costs which the University may incur as a result of such act.
  - Do or permit to be done any act upon the premises which will or could increase the rate of insurance premium payable by the university and will upon demand pay to the University such increased premium whether notice of such increase has been received by the University before or after hiring.
  - Do or permit to be done anything which breaches the University's health and safety policy and procedures (<http://www.acu.edu.au/policy/487382>)
- 3.3. Campus emergency evacuation procedures are to be observed by all attendees, a copy of which is located in all Campus Facilities.
- 3.4. All entrances and exit (including exit doors) passageways and aisles are to be kept free and unobstructed.
- 3.5. Local authority and State Government Regulations are to be adhered to (e.g. noise, liquor licensing, etc.).
- 3.6. Smoking is strictly prohibited in all campus buildings/rooms and motor vehicles.

- 3.7. Breakages, equipment failure or other incident are to be reported to the local Campus Concierge.
- 3.8. For any damage caused to University's facilities including furniture and other goods during room occupancy the user may be liable to pay the cost of repairs or replacement.
- 3.9. Any damage to ICT equipment (whether intentional or unintentional) must be reported to the local Campus Concierge and Service Desk. If the damage to the ICT equipment is deemed by the IT department to be outside the bounds of the IT Acceptable Use Policy (<http://www.acu.edu.au/policies/34895>), ACU will seek damages from the user.
- 3.10. The University reserve the right to charge a cleaning fee where special cleaning services are deemed to be required as a result of the booking.
- 3.11. The University reserves the right to charge the use of facilities when monetary benefits are gained during the user's occupancy of ACU's facilities.
- 3.12. Installations of any type, including advertising signs, in any location around the grounds require the approval of the local Facilities Manager in advance. Requests for such approval should be in writing and should include particulars of installation desired and an assurance that it will not in any way damage the floor, panelling or fabric.
- 3.13. Furniture and equipment contained in rooms and lecture theatres will not be removed without prior approval of the local Facilities Manager.
- 3.14. Catering is not permitted in teaching spaces. However, catering is allowed in foyers of auditoria.