

Policy Title: Facilities Hire

Policy Owner: Manager, Campus Operations and Resources

Keywords: 1) External Hire 2) Use of ECU Facilities 3) Discounts

Policy Code: PL108 (fs015)

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1. INTENT

To outline the University’s policy and objectives relating to the hire of its facilities to third parties. This policy provides guiding principles for general accommodation classifications.

2. ORGANISATIONAL SCOPE

ECU Students and Staff, any group, organisation or individual external to the University. This policy refers to general University facilities which come under the administrative control of the Campus Support Office. However, ECU has a number of specialised categories of space which come under the administrative control of other Departments and Schools (for example, Sport and Fitness Centres, WAAPA and Health Sciences) and their procedures will define the management protocols which govern these specific types of space.

3. DEFINITIONS

TERM	DEFINITION
Alumni	Graduate of ECU
CSO	Campus Support Office
Community Engagement	Reciprocal, mutually-beneficial knowledge-driven relationships between ECU and community partners.
Core Academic Timetable	The timetable system used for the programming of times and classes for the University’s academic program.
ECU	Edith Cowan University.
Facility	A University building or specific area, internal or external, available for hire.

Hirer	A group, organisation or individual wishing to hire University facilities.
Key Services of the University	The key services of the University are: - Teaching and Learning - Research - Engagement
Not For Profit	A non-profit group or organisation generally providing a service to the community.
Precinct Partners	Educational and similar institutions located adjacent to ECU's metropolitan and South West campuses. These institutions include, but are not limited to the West Australian Police Academy, West Coast Institute, City of Joondalup, Mt Lawley Senior High School, Manea College and South West Regional College of TAFE. Note: for precinct partners, a Memorandum or Letter of Understanding should be in place.
School	Years 1 to 12 educational institution.
Short Term	A hire period not exceeding 4 weeks.
Student	Current, enrolled ECU student

4. POLICY CONTENT

4.1 The core academic timetable takes priority in relation to the hire of all University facilities (including sports halls, WAAPA accommodation and specialised spaces). The requirements of individuals, external groups or organisations shall be subordinate to academic programs. The policy provides for booking priorities to be based on the following hierarchical order;

- ECU School/Centre events for University business, (i.e. teaching and research).
- ECU clubs, including ECU affiliated sporting clubs and Student Guild affiliated clubs.
- Precinct partners.
- Educational institutions.
- Current Students and Alumni.
- Full fee paying customers.
- Charitable and "Not for Profit" groups and organisations.
- ECU staff hiring facilities for non-university business.

4.2 Facilities may be hired to external groups or organisations subject to any other specific needs of the University.

4.3 Procedures relating to the hire of University facilities are administered by the CSO and other specialised spaces are administered by the department in control of those spaces. (See 2. Organisational Scope above). Guidelines for specialised spaces can be sought from the department in control of the space.

- 4.4 Any person, group or organisation hiring University facilities must comply with the University’s Lands and Traffic By Laws and any other policies related to the hiring of the facilities.
- 4.5 Visitors to ECU will be subject to the provisions of the University’s [Parking and Traffic Management on Campus](#) policy unless otherwise waived by the approved officer.
- 4.6 Charges for the hire of facilities that are under the administrative control of the Campus Support Office will be in accordance with a scale of charges detailed on the “Facilities Hire Fee Schedule” available from each Campus Support Office.
- 4.7 Requests for hire fee exemption based on Community Engagement require confirmation by the relevant Head of School or Service Centre Director of the area requesting the hire or sponsoring the hirer that the facility is being used for Community Engagement purposes.
- 4.8 Requests for 50% discount based on Charitable and “Not for Profit” status, require approval by the Director Facilities and Services. These organisations must be providing a ‘key service’ to the ECU Community to qualify for the discount. Such key services will be directly linked to the University’s strategic objectives.
- 4.9 The consumption of alcohol on University premises is subject at all times to the [Alcohol on Campus Policy](#) and the requirements of State Legislation under the Liquor Control Act 1988.
- 4.10 The hirer will be responsible for all costs, where applicable, associated with the hire of University facilities including public liability insurance, cleaning, catering, hire of multimedia facilities and equipment, and other associated costs.
- 4.11 Hirers are required to provide evidence of public liability insurance; however, some hirers may be covered under ECU’s public liability insurance.
- 4.12 Discounted rates of facility hire are given to the following groups and organisations for facilities under the administrative control of the Campus Support Office:

Hirer	Discount Rate
Precinct Partners <ul style="list-style-type: none"> • Written agreement present: up to a maximum 100% • In the absence of a written agreement: 50% applies 	50-100% or as stated in written agreement
Community Engagement - approved by Head of School/Director	100%
Students/Alumni – for University functions	100%
Student Guild and its affiliated organisations	100%
Schools (short term)	100%

Schools (longer term – for teaching purposes)	50%
ECU Staff for non-University functions	50%
Charitable and “Not for Profit” organisations – (See 4.8)	50%
Other Educational institutions	50%

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for:

The Policy Owner is Manager, Campus Operations and Resources who has overall responsibility for the content of this policy and its operation at ECU.

The Campus Support Office has the overall responsibility to ensure that the administration and operational processes and procedures are managed as per the established policy.

Staff/students and external individuals or organisations comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

The policy is supported by the following documents:

- [Alcohol on Campus](#)
- [Functions on Campus Policy](#)
- [Parking and Traffic Management Policy](#)
- [Room Bookings - Miscellaneous Policy](#)
- [Facilities Hire Work Instruction](#)
- [ECU Sport and Fitness Centres Facilities Hire Work Instruction](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Campus Operations and Resources
All Enquiries Contact:	Manager, Quality and Service Delivery
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8. APPROVAL HISTORY

Policy Approved by:	FSC Management Review Meeting Jan -09
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