

Policy Title: Venue Hire

Policy Owner: Manager, Customer Services - Digital and Campus Services

Keywords: 1) External Hire 2) Use of ECU Facilities 3) Discounts 4) Fee

Policy Code: PL108 (fs015)

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1. INTENT

To outline the University's policy and objectives relating to the hire of Venues.

2. ORGANISATIONAL SCOPE

This policy applies to any person or entity seeking to hire a University Venue. The terms of any hire will be governed by a separate agreement.

The University has several other premises which come under the administrative control of Schools and Centres. The hire of such premises will be separately governed by those Schools and Centres.

3. DEFINITIONS

TERM	DEFINITION
CSO	Campus Support Office
Community Engagement	Mutually beneficial relationship between ECU and community partners, which has the endorsement of the relevant Dean, Executive Dean or Centre Director and is supported by an agreement with the University.
Core Academic Timetable	The timetable system used for the programming of times and classes for the University's academic program.
Educational Institutions	A public education institution delivering education programs as approved by WA Department of Education (Years K to 12).
Hirer	A person or entity seeking to hire a Venue.
Not For Profit Organisation	A non-profit group or organisation generally providing a service to the community that is either: <ul style="list-style-type: none"> a) exempt from income tax; or b) endorsed by the Australian Taxation Office as exempt from income tax.

TERM	DEFINITION
Precinct Partners	Educational and similar institutions located adjacent to the University's metropolitan and South West campuses with whom the University has a Memorandum of Understanding, or other agreement.
Venue	A University building or specific area, internal or external, available for hire under the administrative control of the CSO.
Venue Hire Application	Means the venue hire application available on the CSO website, or as otherwise supplied by the CSO.

4. POLICY CONTENT

4.1 Hiring a Venue

- 4.1.1 Subject to the needs of the University, including the Core Academic Timetable, a Hirer may seek to hire a Venue by:
- completing and submitting a Venue Hire Application to the CSO; and
 - providing the CSO with any further information requested after submission of the Venue Hire Application.
- 4.2.1 Hirers will be required to provide evidence of sufficient insurance to the CSO as part of any application to hire a Venue. This will typically include public liability insurance. In limited circumstances, some Hirers may be provided with public liability insurance coverage under the University's public liability insurance.
- 4.1.3 The University has absolute discretion to resolve any conflict that may result from competing or conflicting Venue hires.
- 4.1.4 The University may refuse to hire a Venue for any reason it considers appropriate, including on the basis that the perceived purpose of the hire conflicts with the University's values.

4.2 Charges and Discounted Rates

- 4.2.1 Charges for the hire of Venues will be in accordance with a scale of charges detailed on the "Venue Hire Fee Schedule" available from the CSO. The University requires any charges to be paid in advance of the hire.
- 4.2.2 Hirers are responsible for all costs associated with the hire of Venues including insurance, cleaning, catering, and hire of multimedia facilities and equipment.

4.2.3 Discounted rates of hire may be given in accordance with the following table:

Hirer category	Discount Rate
Precinct Partners The greater of: <ul style="list-style-type: none"> the amount specified in any Memorandum of Understanding or other agreement with the University; or 50%. 	50% or as stated in written agreement
Community Engagement Hire approved by an Executive Dean, Dean or Centre Director.	100%
ECU Student Guild or ECU Student Guild affiliated clubs.	100%
Educational Institutions (for periods of hire of <u>less</u> than 4 weeks).	100%
Current Staff, Students or Alumni of ECU for University business.	100%
Current Staff, Students or Alumni of ECU for personal use.	50%
Educational Institutions (for periods of hire of <u>more</u> than 4 weeks).	50%
University affiliated clubs.	50%
Not for Profit Organisations.	50%

4.2.4 Campus Support Management approve requests for a 50% discount from Not for Profit Organisations. To qualify for the discount, the hire in each instance must be closely related to teaching and education purposes.

4.2.5 Staff, Student and Alumni discounts will only apply where there is no commercial or for-profit purpose connected with the hire.

4.3 Representations and Associations

4.3.1 Hirers may use the University’s name to describe the geographical location of an event.

4.3.2 Hirers may not:

- hold themselves out, or represent themselves, as being affiliated with the University in any way;
- use the University’s name or logo in any publication, on any website or on any other material produced by the Hirer; or
- undertake any such activities which are not consistent with the University’s values and teaching and research activities.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy:

- The Policy Owner is Manager, Customer Services who has overall responsibility for the content of this policy and its operation at the University.
- The CSO has overall responsibility to ensure that the administration and operational procedures are managed as per the established policy.

6. RELATED DOCUMENTS:

The policy is supported by the following documents:

- [Alcohol and Other Drugs Management Policy](#)
- [Functions on Campus Policy](#)
- [Room Bookings - Miscellaneous Policy](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Customer Services – Digital and Campus Services
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8. APPROVAL HISTORY

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