

### Bookable Space Usage Policy

The following *Bookable Space Usage Policy* and *General Conditions of Hire* should be carefully read and understood. Irrespective of Fee Structures, all other clauses in these documents describing the relationship between the University and external hirers are contractually binding at all times.

### USERS ARE HEREBY GIVEN NOTICE THAT:

1. The University's Bookable Spaces are subject to those sections of the *Building Code of Australia* relevant to Theatres and Public Halls. The University Representative, or any Duty Theatres Manager assigned by the FMS Representative, is responsible for ensuring compliance with this Code and that the Hirer of the theatre/hall must co-operate in ensuring such compliance.
2. All emergency and exit doors must be accessible to the public at all times.
3. All exit signs and step-lighting must be illuminated whenever the venue is in use.
4. Exits, passageways, aisles and stairways must be kept free of obstruction at all times. Any such obstruction of exits, passageways, aisles and stairways is a breach of the law.
5. The maximum number of persons to be admitted to any performance in any venue must not exceed the maximum number of seating spaces provided. All members of the audience must be seated according to the seating plan. **Standing room must not be sold.**
6. No alcohol shall be brought into or consumed in the venue without prior approval.
7. **Smoking is not permitted within any part of any building located on campus.** Smoking on stage is permitted only when it can be established to the University Representative's satisfaction that it is an integral and necessary part of the performance and appropriate measures have been implemented to ensure safety.
8. **The Consumption of alcohol** within any part of the University's Bookable Spaces without the prior written consent of the FMS Director is strictly prohibited
9. Flame (this includes lit candles), fuel, other flammable liquids, fireworks or other explosives, firearms and/or ammunition, smoke generators, or any device or substance used to produce fumes or gases may not be brought into or used in the theatre except in such circumstances and subject to such controls and conditions as may be determined by the University Representative
10. Amplified sound should be kept at a reasonable level so as not to cause a nuisance. At the discretion of the FMS Representative a noise meter may be used to monitor functions.
11. No animals, regardless of mortality status, may be brought into the auditorium (companion animals for disabled persons are accepted).
12. All rubbish, garbage, decorations, and fastenings for decorations must be removed from the theatre immediately after the final performance unless the written consent of the Theatres Manager has been obtained not less than seventy two (72) hours prior to the final performance.
13. The University Representative or any Duty Theatres Manager assigned by the University Representative has the right and the duty to interrupt a performance in the interests of public safety and the enforcement of all University Bookable Space contractual agreements and policy.

14. The University Representative is empowered to challenge material considered contrary to the interests of the University or that may be deemed inappropriate by and on behalf of the University of New England.

For all functions or performances held in the University of New England Bookable Spaces, and/or other venue hired under these agreements, there must be in attendance a member of University Staff approved by the University Representative to oversee the venue, its equipment and its fittings.

University Staff will ensure:

1. The security of the premises and its fittings.
2. The observance of safety regulations and licensing laws.
3. The proper functioning of all equipment other than specialised technical equipment. \*\*
4. The venue is suitably cleaned, during and at the end of the hire, in accordance with the *General Conditions of Hire 5.3*.

### **IN ADDITION TO THE ABOVE INFORMATION THE HIRER SHALL NOTE**

- A. *University Staff will wear identification of position.*
- B. *University Staff will open the venue at the pre-agreed Hirer's specified time(s) prior to the commencement of the function, and will not leave the premises until the last person has left, all lights are out and the venue is reset and secured.*
- C. *The Hirer or the Hirer's agents must not refuse University Staff access to any part of the venue.*
- D. *The University Representative is authorised to bring a trainee assistant into the venue, including the auditorium. Such an assistant will wear identification. University Staff and Technicians have no authority to bring any other person into the venue without the permission of the Hirer.*
- E. *University Staff are not required to act as 'bouncers'. If any person is behaving in an unacceptable manner, University Staff will draw this to the attention of the Hirer and/or the Hirer's agent and it then becomes the responsibility of the Hirer or the Hirers agent to control or eject the offending person(s). The University Safety and Security Service may be engaged by University Staff at the Hirers request to deal with offenders, (any costs incurred will be past on to the Hirer).*
- F. *It is not the responsibility of University Staff to prevent non-paying patrons entering the venue. The provision of door staff is the responsibility of the Hirer or the Hirers agents.*
- G. *The appointment of University Staff does not imply any responsibility by the University of New England for the Hirer's property. University Staff are appointed to ensure safe use of equipment and fittings supplied with the venue and for the protection of University property.*
- H. *Fees for University FMS Staff will be charged to the Hirer in the normal processing of accounts.*

**\*\* Specialised technical equipment requires the services of an approved technician who will be appointed by the University Representative.**