Events and Facilities Hire Policy

Section 1 - Purpose and Scope

(1) This Policy sets out the principles and processes for the planning, approval, production and delivery of University events, and the hiring of University facilities for events, including the level of support provided by the Events Department.

(2) The Events Department (on behalf of and in conjunction with work units and faculties) is a key stakeholder in the development, management, and production of Events related to Non-Core Activities, held on University land.

Scope

(3) This Policy applies to:

a. all University Staff, Students, tenants and visitors to the University's Lismore, Gold Coast and Coffs Harbour campuses; and
b. all University spaces, including University lands and University facilities.

Section 2 - Definitions

(4) Terms used in this Policy are defined as follows:

a. Core Activities - all activities associated with the University's core activities of teaching and research, including regular activities such as timetabled classes and normal business meetings.
b. Non-Core Activities - activities that are secondary or supplementary to the University's Core Activities, and include, but are not limited to, symposia, conferences, public lectures, sporting and social functions, graduation and award ceremonies.
c. Event - an activity held on University land or using University facilities, that includes any of the following: catering, service of alcohol, audio visual production support, room set up (other than the usual configuration of the space), external equipment hire, cleaning required either before or afterwards.
d. Hirer - a person or organisation, whether internal or external to the University, seeking to hold an Event on University land or using University facilities.
e. Events Department means the Work Unit within the portfolio of Vice President (Operations) that has the responsibility for managing Non-Core Activities and Events on University land.

Section 3 - Policy Statement

(5) Southern Cross University's facilities are primarily used for activities associated with its Core Activities of teaching and research. However, to the extent that the University's facilities are not fully utilised for teaching and research, they may be made available for internal and public use for Non-Core Activities and Events, subject to certain conditions.

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(6) Approval of a Non-Core Activity or Event and the hire of University facilities for that Activity or Event does not constitute endorsement of the Activity or Event by the University.

Section 4 - Planning and Management

Event Approval

(7) Any Hirer wanting to hold an Event on University land or using University's facilities must obtain prior approval in accordance with this Policy. The Hirer must comply with the University's booking procedures and provide such information as requested by the University in relation to the conduct of the proposed Event, including information relating to public safety and security issues.

(8) Approval for an external Hirer to hold a Non-Core Activity or Event on University land or using University facilities is subject to acceptance of the quote provided by the Events Department and the University's terms and conditions for the holding of the Activity or Event.

(9) Core Activities will be scheduled and approved in accordance with the Timetable Policy.

(10) All Non-Core Events must be approved by the Vice President (Operations) or authorised nominee.

(11) The Hirer will provide the Events Department with sufficient lead time to allow the University to provide appropriate support for the Event. Where the Events Department is unable to provide appropriate support for an Event due to insufficient lead time, at the discretion of the Senior Manager, University Events:

a. the Event may be recommended to be cancelled or postponed; or
b. the University may arrange for external support to be provided, with all costs on-charged to the Hirer; or
c. the Event may be permitted to go ahead without support from the Events Department. If this occurs, there will be no reduction in the hire fee.

(12) Any Non-Core Activity or Event hosted by, or in partnership with the University that is identified as having any level of reputational value/risk must include consultation with the Office of the Vice President (Operations) through the Events Department. Event reputational value/risk factors include (but are not limited to):

a. attendees such as University Council members, University Executives, Government representatives, VIPs or people of public interest
b. generation of public or media interest
c. potential for a significant number of attendees
d. any possible security risk to the University
e. excessive overall Event production costs

(13) Where there is the possibility of adverse and extended media coverage as a result of approving or refusing a Non-Core Activity or Event, the Vice President (Operations) or their nominee must consult with the Vice-Chancellor.

(14) Approval to hold a Non-Core Activity or Event on University land or using University facilities may be refused where the proposed Activity or Event will, or is likely to:

a. be unlawful; or
b. prejudice the fulfillment by the University of its duty to foster the wellbeing of staff and students; or
c. create an unacceptable risk to the safety of any person; or
d. compete with major University Events such as graduation ceremonies, orientation days, open days etc., where

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resources may be otherwise occupied; or

e. involve the advancement of theories or propositions which purport to be based on scholarship or research but which fall below scholarly standards to such an extent as to be detrimental to the University's character as an institution of higher learning.

(15) In recognition of the University's object under the Southern Cross University Act 1993 to promote free inquiry and subject to clause (11) above, approval for a Non-Core Activity or Event will not be refused solely on the basis of the views likely to be expressed at the Activity or Event or the likely content of any proposed speeches. However, the University may place reasonable conditions on the approval.

Event Application Process

(16) A Non-Core Activity or Event at a University location must not proceed without approval from the Vice President (Operations) or their nominated authroisee through the Events Department. For an Event to be approved in a timely manner, the Hirer must supply:

a. Completed Room Booking Online Form
b. Risk Assessment and/or proof of first aid certificate, where requested
c. Certificate of Currency on Public Liability Insurance (minimum required is $10,000,000).
d. Audio visual requirements
e. Room set/floor plan and access request
f. Confirmed catering arrangements, to be organised by the Hirer
g. A signed event quote

Event Management

(17) Non-Core Event Activities will be managed by the Hirer.

(18) The Hirer is the primary contact for an approved Event. They must be present or contactable throughout the Event or nominate a suitable delegate. The Hirer is responsible for;

a. Seeking assistance from Events on strategic advice on the design and delivery of Events including the coordination of all catering.
b. Planning and submitting all required documentation within the requested timeframes.
c. Ensuring all conditions prescribed by approval and permits are applied and followed throughout the course of the event.
d. Ensuring all risk assessment and safety documentation is completed and controls are in place.
e. Complying with all reasonable requests or instruction from the Events Department and University Security.

Risk Management

(19) All Events involving alcohol are subject to the University's Drug and Alcohol Policy and, where an event is being held in Queensland, Liquor Act 1992 (QLD).

(20) Hirers must comply with Work, Health and Safety Risk Management Procedures, including the requirement to complete a Risk Assessment that will be reviewed by the Events Department, which includes all risks associated with the event.

(21) Hirers are responsible for engaging and managing contractors involved in all stages of the event lifecycle. They must ensure all contractors have met the University's requirements outlined in the Contractor Safety Procedures.

(22) Where possible, Hirers will engage the University's preferred suppliers.

Sustainability

(23) The University supports best environmental practice and encourages Hirers to run Events sustainably, including, but not limited to;

a. Paperless Events, including digital promotion and marketing;
b. Plastic Free Events, including avoiding plastic water bottles and encouraging attendees to bring water bottles and reusable coffee cups;
c. Carbon offsets for any air travel;
d. Reusable or 100% certified compostable service ware (cups, plates, utensils);
e. Avoiding single use decorations such as balloons and streamers.

Hire fees and other costs

(24) Hire fees for Non-Core Activity and Event bookings will be set by the Vice President (Operations) and reviewed annually.

(25) The hire of University facilities to an external Hirer will generally incur a hire fee.

(26) The use of University facilities for a Non-Core Activity or Event by University Students, Staff, affiliated student clubs, associations and societies will generally not incur a hire fee.

(27) The Events Department may provide support, including planning advice, protocol guidance, and support. Where costs are incurred by the Events Department in the course of providing support, these costs will be on-charged to External Hirers.

(28) The Vice President (Operations) will determine whether to waive or impose any hire fees or associated costs.

(29) Any direct costs (such as catering, security, IT/AV support and cleaning) associated with an Event held by an external hirer will be on-charged to that Hirer. The Events Department will obtain approval from the Hirer prior to the costs being incurred.

Communications

(30) All marketing and communications for Events must be in accordance with the Advertising and Marketing Policy and the Social Media Policy and Social Media Procedures.

Section 5 - Roles and Responsibilities

Work Unit	Responsibility
Events Department	Support internal and external event organisers with the venue requirements for their Event Liaise with relevant work units on behalf of event organisers to coordinate support for on campus events Conduct post event evaluations Audio visual production support through Production Services team
Property Services	Review and process Archibus requests for property support including additional cleaning, security and set up and pack down. Facilitate room access Provide after hours property maintenance support

Technology Services	Alternative Event Audio Visual support (for rooms supported by Technology Services and when Production Services are unavailable) Computer lab based event support

Status and Details

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Effective Date	2nd October 2024
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Approval Date	2nd October 2024
Expiry Date	24th June 2026
Responsible Executive	Nicholas Hyde Vice-President (Enterprise and Campus Operations) +61 2 66269555
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