

# Student Clubs Venue Bookings Terms & Conditions

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## 1. Introduction

- 1.1 The following terms and conditions applies to any bookings in teaching spaces that are managed by Venue Management (Academic Services), or by a student club's affiliated department, in a space bookable through Venue Management (Academic Services) or Web Room Booking.

## 2. Definition

- 2.1 Student club bookings are bookings made for, or by, a student club, either affiliated with a University department, the Student Union, Union House Theatre or the Graduate Student Association;
- 2.2 "Affiliated with" means already affiliated with and not in the process of obtaining affiliation.

## 3. Booking requests and event details

- 3.1 Student clubs affiliated with a University department and not one of the student associations should approach their department and staff in the department should make the booking for the Student Club;
- 3.2 Student Clubs affiliated with the Student Union, Union House Theatre or the Graduate Student Association should use the online Student Club Request form to request their bookings;
- 3.3 Teaching spaces should not be used without a booking. If teaching spaces are used without a booking, student clubs should vacate the room immediately if instructed to do so by University staff;
- 3.4 Full details of bookings and events should be disclosed during the booking process;
- 3.5 Booking requests should be submitted by an executive member of the club committee. Only student club members on the club's executive list can make bookings;
- 3.6 Booking confirmation emails should be easily accessible and be presented to University staff if asked to do so;
- 3.7 It is the event manager's responsibility to do a risk assessment of the event and mitigate any identified risks;
- 3.8 It is the event manager's responsibility to ensure that their event is in line with the terms and conditions for student club bookings set out in this document;
- 3.9 If there are VIPs attending an event, Venue Management (Academic Services) will need to be notified.

## 4. Specific conditions

- 4.1 Student Club bookings should be for internal student club activities only and not on behalf of sponsors or external parties. Student clubs are not permitted to book rooms on behalf of external organisations, including their sponsors;
- 4.2 Student club bookings should be for internal club members. Other university students may also attend, but the majority should be internal;
- 4.3 Events should be related to the club's purpose:

For example, it makes sense for the University Property Network to have a speaker about investing in property, but not so much the Chinese theatre group having the same speaker;

## 5. Venue usage

- 5.1 Food or drink are not permitted in the teaching spaces;
- 5.2 Posters and notifications must not be attached to walls and buildings with blue-tac or sticky tape. Freestanding advertising, such as A-frames, should be used when possible;
- 5.3 Noise likely to disturb nearby buildings, offices or other teaching spaces is not allowed. This includes music, singing and sounds from presentations or movies. It is the event manager's responsibility to manage the sound level;
- 5.4 Directions from University staff should be followed at all times;
- 5.5 The . (<https://services.unimelb.edu.au/venuehire/terms-and-conditions>) apply to all bookings for outdoor areas

## 6. Venue hire and related charges

- 6.1 Student clubs are not charged venue hire for their bookings, unless a student club charges people to attend their event to make a profit. In these cases, Venue Management will charge venue hire and other associated costs, as per the external venue hire process;
- 6.2 Some student club events require a dedicated Event Support Officer, which the student club will be liable to pay for. A dedicated Event Support Officer is required as per the document found at ([https://services.unimelb.edu.au/\\_data/assets/pdf\\_file/0011/3788201/Event-Support-Guide-2021-v3.1-1.pdf](https://services.unimelb.edu.au/_data/assets/pdf_file/0011/3788201/Event-Support-Guide-2021-v3.1-1.pdf))
- 6.3 In circumstances where a venue has been left untidy and requires a special clean as a result of a student club event, the student club will be notified and be provided a quote for the cleaning;
- 6.4 Current charges for venue hire, event support and cleaning are available on the following page: (<https://services.unimelb.edu.au/venuehire/external#venue-cost>)
- 6.5

## 7. Breach and disciplinary actions

7.1 Venue Management (Academic Services) reserves the right to take disciplinary actions against any student clubs that breaches the Terms and Conditions in this document.

7.2 Disciplinary action may range from a warning to disqualification of booking spaces managed by Venue Management (Academic Services) for a period of time.

## 8. Related policies that apply to student club events

The following policies applies to events booked by student clubs:

Terms and Conditions for Events in the Campus Grounds

([https://services.unimelb.edu.au/\\_data/assets/pdf\\_file/0008/3790817/Terms\\_conditions\\_Grounds-1.pdf](https://services.unimelb.edu.au/_data/assets/pdf_file/0008/3790817/Terms_conditions_Grounds-1.pdf))

Alcohol Policy <https://policy.unimelb.edu.au/MPF1267>

Property Policy <https://policy.unimelb.edu.au/MPF1115>

Risk Management Policy <https://policy.unimelb.edu.au/MPF1194>