

Facilities Hire Vice-Chancellor's Directive

Abstract

The University of Technology Sydney supports the utilisation of its facilities at an optimal level and as such, permits internal and external organisations to hire the University's classrooms, public spaces and grounds on a fee for service basis, subject to such usage not impacting on the key teaching, research and student life activities of the University.

Dates	Directive approved	27/07/2010
	Directive takes effect	18/08/2010
	Directive is due for review (up to five years)	10/2019
	Directive amendment approved	17/03/2015
	Directive amendment takes effect	13/04/2015
Approved by	Vice-Chancellor	
	Latest amendment: Director, Governance Support Unit and Vice-Chancellor (see change history for details)	
Implementation Officer	Director, Commercial	
Relevant to	All staff	
Related documents	Room Bookings (on Staff Connect) Quote request form Hire information Terms and conditions UTS: Facilities Hire website Campus Policy Commercial Activities Policy Timetabling Vice-Chancellor's Directive UTS Delegations	
Legislation	University of Technology Sydney Act 1989 (NSW)	
File number	UR05/357	
Superseded documents	UTS Facilities Hire Vice-Chancellor's Directives (2005)	

Contents

1. Purpose
2. Scope
3. Definitions
4. Directive principles
5. Directive statements
6. Roles and responsibilities
7. Acknowledgements
8. Version control and change history

1. Purpose

The purpose of this Vice-Chancellor's Directive is to establish a framework to manage the non-timetabled, community and commercial hiring of UTS Facilities, and to ensure the University meets its legislative obligations pertaining to the exercising of its commercial functions under the UTS Act. The criteria for non-timetabled, community and commercial bookings; hire rates; appropriateness of usage and the obligations of hirers are defined by this Vice-Chancellor's Directive.

2. Scope

The University has declared its facilities hire operation as a 'University Commercial Activity' (refer to [Commercial Activities Policy](#)) in accordance with Part 4, Division 3, Section 21A and 21B of the UTS Act. This Vice-Chancellor's Directive applies to all community and commercial hiring of UTS Facilities and non-timetabled bookings made by UTS faculties and units. Timetabled bookings that relate directly to a semester's teaching are not covered by this Vice-Chancellor's Directive. UTS property managed by the UTS Union Ltd (trading as ActivateUTS), UTS student housing, UTS Timetabled Bookings, and the UTS gallery are excluded from this Vice-Chancellor's Directive.

3. Definitions

UTS Facilities refer to any University owned or controlled classrooms/laboratories, public spaces, or grounds that are made available for hire on a fee for service basis through UTS Facilities Hire. They exclude UTS Union operated areas.

UTS Timetabled Bookings refer to bookings directly related to a semester's academic activity, which are made via the University's timetabling system in accordance with the [UTS Timetabling Vice-Chancellor's Directive](#).

UTS Non-timetabled Bookings refer to bookings made by UTS faculties and units that are an extension of a faculty's teaching or research program, a staff or student focused activity directly related to the teaching, research and student life activities in the University, for which no fee is charged and all attendees are internal to UTS. These bookings are processed through [Room Bookings](#) (Staff Connect) and any applicable ancillary charges will be billed directly to the hirer.

Community Hire refers to bookings made by non-UTS 'not-for-profit' organisations; bookings made by UTS faculties and units where participation fees are charged (including all short courses); and where there is no participation fee charged but attendees are external from UTS and the event is not an extension of teaching or

research; and by UTS staff for ABN Registered 'not-for-profit' privately run events not directly related to the teaching research and student life activities of the University.

Commercial Hire refers to bookings made by 'for-profit' organisations, UTS faculties and units where the activity is being run jointly with a 'for-profit' organisation, and UTS staff to run private 'for-profit' events.

Commercial Lease refers to a lease UTS has entered into with an external organisation to use a UTS facility to conduct an agreed activity, for a fixed period of time, for an agreed price.

4. Directive principles

4.1 Establish the terms and conditions governing the hire of UTS Facilities.

4.2 Establish responsibilities and accountabilities for determining and applying hire rates for community and commercial organisations.

4.3 Establish protocols and procedures for accepting and assessing applications to hire UTS Facilities for non-timetabled, community and commercial usages.

4.4 Establish quality assurance methods and audit practices to ensure all community and commercial hiring of UTS facilities comply with the UTS Facilities Hire Vice-Chancellor's Directive, as well as the commercial activities section of the UTS Act.

5. Directive statements

5.1 Activities permitted to be held on UTS premises

UTS facilities can be hired by community and commercial organisations, and staff of the University to run workshops, seminars, private functions and events, subject to these activities not impacting on the key teaching, research and student life activities of the University. UTS facilities cannot be hired to conduct any activities judged to be illegal, inappropriate for a University venue, or conflicting with the University's mission, goals or values, or likely to bring the University's name into disrepute.

5.2 Priority of allocation

The University's requirements for rooms and facilities take precedence over external organisations. Organisations or individuals affiliated with the University shall take precedence over non-university applicants in the granting of facilities. Adjustments can only be made to the academic timetable to accommodate an external use with the mutual agreement of the relevant faculty or unit and UTS Facilities Hire, Room Bookings or in exceptional circumstances by the Provost.

5.3 Long-term hire of UTS facilities

Facilities Hire long-term annual bookings and long-term bookings that have been approved by a member of the University's senior executive team can be confirmed by this member prior to the finalisation of the semester timetable.

5.4 Commercial leases

The Director, Commercial or nominee is permitted to enter into preliminary negotiations on the terms and conditions of a Commercial Lease for the use of UTS facilities, in accordance with the [Commercial Activities Policy](#). Commercial Leases

are to be signed and executed in accordance with Delegation 1.4 of the [UTS Delegations](#) and the [Commercial Activities Policy](#).

5.5 Submission of hire applications

All applications to hire a UTS facility for a UTS non-timetabled, community or commercial use must be submitted to UTS Facilities Hire in writing on the [Quote request form](#) which is obtained from [Facilities Hire](#). Faculties and units are not permitted to make UTS non-timetabled, community or commercial bookings directly into the University's timetabling system.

5.6 Refusal of hire applications

The University reserves the right to refuse any application to hire a UTS facility, if the proposed event is judged to be inappropriate for a University venue, or conflicts with the University's mission, goals or values. The University is not required to explain its reasons for refusal of an application.

5.7 Confirmation of bookings

No community, commercial or UTS non-timetabled bookings that fall within the semester's Monday to Friday teaching times are to be confirmed until the relevant semester's draft timetable has been completed. Community, commercial and UTS non-timetabled bookings cannot be confirmed until a signed and completed [Terms and Conditions of Hire form](#) has been received by UTS Facilities Hire. Commercial leases are exempt from this clause. The University's security service is notified 7 days prior to all events requiring a risk assessment, as set out in the [Campus Policy](#). This applies to University and UTS Union Ltd events held on University campus including but not limited to events with a large number of attendees or events serving alcohol.

5.8 Cancellation of bookings without notice

The University may cancel a confirmed booking, or relocate a confirmed booking to an alternative facility, without notice if extraordinary or unusual circumstances warrant such action. The relevant hire fees will be reimbursed in such instances.

5.9 Setting of hire rates

It is the responsibility of the Manager, Property and Facilities Hire, or nominee to develop a rental rate schedule for UTS facilities based on market rates for similar facilities.

5.10 Sponsorship of events

Any variation to the room rates applicable to an external event or industry partner by way of discounts, concessions, or sponsorships will be negotiated on a case-by-case basis with the relevant faculty or unit sponsoring the event. Final approval for a rate variation must be approved by a member of the University's senior executive team.

5.11 Conditions of use

Hirers of UTS premises must comply with the [Terms and Conditions](#) of UTS facilities that are developed and implemented by UTS Facilities Hire from time to time. All persons attending an activity on UTS premises must abide by the University's By-laws, Rules and other regulations.

5.12 Audit and quality assurance

It is the responsibility of the Director, Commercial or nominee to develop and implement appropriate audit and quality assurance procedures to monitor compliance with the UTS Facilities Hire Vice-Chancellor's Directive, and to ensure all income due to UTS for the hire of facilities is received.

5.13 Registering of commercial activities

It is the responsibility of the Director, Commercial or nominee to register the facility hire operation and all commercial leases on the UTS Commercial Activities Register.

5.14 Monitoring and breaches

It is the responsibility of UTS Facilities Hire to refer any bookings that appear not to comply with the UTS Facilities Hire Vice-Chancellor's Directive in the first instance to the Manager, Property and Facilities Hire for investigation.

The Director Commercial or nominee is responsible for reporting and action to rectify all breaches of the UTS Facilities Hire Vice-Chancellor's Directive on behalf of the Accountable Officer.

5.14.1 Reporting breaches

All suspected breaches of this Vice-Chancellor's Directive should, in the first instance, be reported to the relevant supervisor, Dean or Director. Suspected breaches of a serious nature should be reported directly to the Director, Commercial.

5.14.2 Penalties for breaches

Punishment for breaches of this Vice-Chancellor's Directive will be administered in accordance with the relevant Enterprise agreement, contract of employment and any codes of conduct issued from time to time.

6. Roles and responsibilities

Accountable Officer: Deputy Vice-Chancellor (Resources) is responsible for managing Directive compliance and initiating the review process.

Implementation Officer: Director, Commercial is the primary point of contact for advice on implementing and administering the policy; for establishing and maintaining the official file; for proposing amendments as required; and for managing the consultation process when the policy is due for review.

Manager, Property and Facilities Hire has day-to-day responsibility for facilities hire.

7. Acknowledgements

Not applicable.

8. Version control and change history

Effective date	Version	Approved by (date)	Amendment
18/08/2010	1	Vice-Chancellor (27/07/2010)	New Directive.
22/12/2014	1.1	Vice-Chancellor (08/10/2014)	Changes to sections 3, 5.4, 5.7, 5.10 and 5.14. Sections related to monitoring of booking, hire rates and damage to UTS premises removed. Minor governance and links updates.
13/04/2015	1.2	Director, Governance Support Unit (GSU) (09/03/2015)	Changes to section 5.14.2 under delegation 3.17 to reflect changes to the General Rules in 2014.
		Vice-Chancellor (17/03/2015)	Amendment to section 5.10, sponsorship of events, to improve accessibility to variation of room rates for external events.