Hire of Facilities Policy and Procedure

1 Purpose

To ensure that the use of University facilities by external and internal organisations is properly managed and to provide a mechanism for the recovery of space related costs for Non-core Activities.

2 Scope

Applies to all University owned buildings.

3 Policy Statement

The facilities of the University are primarily used for educational and research purposes of the University including in-house conferences, seminars. To the extent that facilities such as theatres, seminar rooms and external areas are not fully utilised for such purposes, these facilities are available for use by University and certain external organisations on a hire basis, subject to certain conditions.

4 Principles

From time to time an external organisation may wish to use some of the University's facilities for a commercial or community purpose; e.g. conference, seminar and meetings. However the University's Insurance Policy only covers activities caused by or in connection with the business of the University, affiliated bodies, Employees, staff members or Students undertaking activities under the direction or control of or at the request of the University or affiliated body.

In these instances the Site Licence process applies. The Site Licence covers such items as the provision of Public Liability Insurance, clean up and other various University requirements. Typically a Site Licence covers the use of a campus/building or part of a campus/building for a relatively short time in circumstances where a lease might be considered to be too onerous.

Note: There are specified fees for most of the common activities covered by the Site Licence process. The University does not rent or lease its facilities to political parties or for political events.

Activities organised by an Organisational Unit that are Core Activities are exempt from the necessity to obtain a Site Licence. However Organisational Units organising any such activity need to be aware of their work health and safety obligations and may still need to liaise and document with Facilities Management regarding general access, cleaning, security, etc.

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Facilities Management always retains the right to liaise with the Organisational Unit about the recovery of costs relating to any such activity.

The procedures which follow will enable appropriate management of external and internal organisations conducting activities on University campuses, ensuring better protection for the University in the event of damage to University assets or injury to people; and ensure recovery of agreed costs from external and internal organisations.

5 Procedures

Site Licences are required for the use of University facilities by external organisations, groups and individuals and for events such as:

1. conferences, seminars and meetings
2. stalls and displays
3. special events not directly organised by an Organisational Unit of the University.

Site Licences are not required for activities organised by an Organisational Unit which are Core Activities. However Organisational Units will still need to liaise with Facilities Management about these sorts of activities and Facilities Management always retains the right to liaise with the Organisational Unit about the recovery of costs.

Site Licences may only be signed by a specially authorised officer under authority delegated by the Vice-Chancellor.

Site Licences shall not be issued until the authorising officer has sighted and recorded details of the applicant's current Public Liability insurance policy and is satisfied that the applicant understands the University's other requirements as detailed in the Site Licence. In particular the applicant must be aware of the University's emergency evacuation procedures.

The authorised officer may request Safety and Wellbeing to review an applicant's work health and safety plans before authorising or issuing the Site Licence and may decline to authorise or issue the Site Licence.

A Site Licence is not required when an Organisational Unit undertakes work for an outside body using University facilities. However, full cost recovery, including a full commercial space rental component, will be applied in all cases for any work undertaken by an Organisational Unit for an outside body.

Regular reviews of cost recovery will be undertaken by Facilities Management.

Regular reviews of workplace health and safety compliance will be undertaken by Safety and Wellbeing.

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6 References

Nil.

7 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

8 Policy Information

Accountable Officer	Executive Director (Facilities Management)
Responsible Officer	Executive Director (Facilities Management)
Policy Type	Executive Policy
Policy Suite	
Subordinate Schedules	
Approved Date	6/2/2025
Effective Date	6/2/2025
Review Date	
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	Delegations Policy Insurance Policy Leasing Policy Revenue Policy Work Health and Safety Policy
Related Procedures	Insurance Procedure Leasing Procedure Revenue Procedure

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	Work Health and Safety Management System Framework
Related forms, publications and websites	Campus Site Licence - this is a controlled document that is only able to be issued by Facilities Management and (Artsworx by special arrangement) Safety and Wellbeing Venue Hire Application
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this policy only
	Core Activities Core Activities are all activities that are directly related to the Organisational Unit's primary purpose; i.e. timetabled classes directly related to the delivery of education to Students as part of the associated Course, use of space for the routine work activities of the Organisational Unit, use of colleges for Student accommodation, use of appropriate facilities for research etc. **Non-core Activities** Non-core Activities are activities that are secondary or supplementary to an Organisational Unit's primary purpose; i.e. facilitating third party visits, conferences or seminars, or ad hoc use of University space.

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