

# Expectations for Facility Hire

This document outlines general expectations of hirers of Academy facilities, including where facility hire is fully subsidised.

## Context

The Academy is a government funded statutory authority with a mission to enhance and improve student outcomes across rural, regional and metropolitan schools through specialised professional learning for teachers and educational leaders.

When our high-quality teaching spaces are not being utilised for Academy professional learning programs, they may be available for hire by external organisations ('clients').

## General Expectations of Hirers

**The Academy is not an event management organisation and does not provide event management services.**

Clients are expected to understand and abide by the terms of use for Academy facilities including cleanliness, appropriateness of activities, and responsible self-management.

The **client will nominate an event manager** who is accountable to the Academy for the facility hire event including the conduct of all event guests.

The following is a non-exclusive list of expectations of clients and the accountable event manager unless otherwise agreed in writing by the Academy:

- > **Responsible self-management.** The Academy offers facility hire and does not provide event management services. The client and their nominated event manager are responsible for all event management activities including reception and check-in for guests, familiarity with and use of audio-visual technologies, and maintenance of the event including meeting all conditions of hire detailed below.
- > **Full disclosure.** The client is required to provide full and honest disclosure of the nature and activities of the event and involved organisations and individuals to enable informed approval of the facility hire request.
- > **Safety and Risk Management.** The client and all guests will comply with all reasonable directions from the Academy regarding safety management. The client will report any unsafe conditions including potential safety risks to the Academy immediately on noticing.
- > **Non-Exclusive use of Facilities.** Other events may be occurring at the same time in a facility. Clients and their guests must respect participants in other events on premises and nearby residents and businesses, including on departure from an Academy facility.
- > **Appropriateness of Activities.** Academy facilities are utilised primarily for professional learning programs. Activities which would be unsuitable for this context are prohibited including those which would unreasonably disturb other building users. This includes any activities causing an unreasonable visual, auditory, olfactory or other disturbance.

## Academy Services

- > **Site Induction for Event Manager.** An Academy representative will be available to welcome and provide a site induction, including connectivity/induction for technology to the nominated Event Manager at the agreed time. The Academy may run multiple events simultaneously and staff availability at an alternate time cannot be guaranteed.

- > **Safety Management.** The Academy will ensure a safe environment for clients and maintain authority for building safety including evacuation if required.
- > **Other Support.** Other specialised support including IT/AV support or reception services *may* be available by prior agreement and will incur a cost to the hirer. Additional services not advised and agreed in advance may not be available to the client.

## Other Conditions of Hire

- > **Goods and Services Tax (GST).** All costs quoted are exclusive of Australian GST unless otherwise stated. GST will be added to all client invoices unless a legislated exemption applies.
- > **Facility Access.** Access to Academy sites is only during the hours of access as advised to hirers on enquiry and confirmed at booking. Out of hours access must be agreed in advance by the Academy and will incur additional fees. The Academy is unable to provide for unattended outside hours access and does not issue access passes or keys.
- > **Additional Access Requirements (East Melbourne).** The Academy's East Melbourne location is closed for external access and cosmetic guest passes (these do not provide self-serve access) must be issued by the event manager to all guests and returned at the end of the event. The event manager must ensure reception is staffed by event staff for the entire period of guest arrival.
- > **Condition of Facilities.** Academy facilities are of high quality and undergo regular and periodic maintenance and cleaning aligned to a steady volume of onsite professional learning activities. Event hirers are not required to perform regular cleaning such as sweeping or vacuuming, however hirers are required to clean up rubbish by placing it in the provided receptacles and placing any used dishes in the provided dishwasher. Hirers must also ensure that facilities are not spoiled or damaged through deliberate or negligent acts by the hiring organisation or its guests. If the Academy facility requires excessive cleaning after your event or is damaged including through neglect additional fees will apply.
- > **Reporting Damage.** Any damage to Academy facilities should be reported immediately. Damage caused through the willful or negligent acts of the client or the client's guests will incur a make good charge and administrative fees as included in the Academy Facility Hire Service Schedule.
- > **Self-Service.** Clients are responsible for all aspects of event management including:
  - set-up and pack-down of their event
  - welcoming and registration of guests
  - management of speakers, facilitators and presenters including welcome/greeting and technology support
  - return of furniture to the standard room layout prior to the end of the booked event time
  - cleanliness of facilities on departure including clean-up of rubbish, catering leftovers and other waste
  - ensuring all guests have departed prior to conclusion of the booked event time.

- > **Client support for IT/AV.** The Academy maintains high quality IT and AV equipment with availability of resources in each room indicated in site documentation. The connectivity of client-supplied (BYOD) equipment is a client responsibility, including the functional operation thereof. The Academy notes that the functional operability of Apple devices including laptops with Academy IT/AV infrastructure cannot be guaranteed and these devices are not recommended for use in Academy spaces.
- > **Cost for Additional Services.** The Academy does not provide event management or support services outside of those indicated here or otherwise agreed in writing by the Academy. Agreement by the Academy for additional support will be dependent on available resources and will form additional services consumed and paid for by the client.
- > **Additional Cleaning Fees.** If the facility requires excessive cleaning after your event, including for spillage, additional fees may apply.
- > **Equipment Usage.** Any provided equipment including audio-visual equipment should be used only as directed and any faults or issues reported immediately to the Academy.
- > **Capacity Limits.** The client must advise approximate participant numbers on booking and confirm ahead of the event as instructed by the Academy, to ensure building occupancy remains within acceptable limits.
- > **Prohibition on Alcohol.** The sale, consumption or promotion of alcohol on Academy premises is prohibited.
- > **Parking and Accessibility.** The client is responsible for fulfilling all parking requirements for their event and guests. All Academy sites are accessible to persons with a mobility impairment.
- > **Insurance.** The client is responsible for maintaining currency of public liability insurance as advised and required by the Academy.