

Kenneth Myer Building

Booking Policy, Venue Hire Form & Terms of Use

Policy	Number	
Classification	Title	Meeting Room Booking Policy
	Category	Operational
	Applies To	All
	Issue Status	New Policy
Policy Description	Purpose	The purpose of this policy is to provide guidelines for booking meeting rooms within the Kenneth Myer Building and information as to how bookings will be prioritised in relation to internal and external users, as well as provision of services such as A/V support, security and cleaning.
	Policy Review	This policy will be reviewed every two years.
Policy Statements	Policy Statement 1	This policy will apply to the following rooms in the Kenneth Myer Building: <ul style="list-style-type: none"> Auditorium Ground Floor Foyer Education Centre Boardroom Level 5 Staff Room Level 5 Meeting Room (5.40) Level 5 Video Conferencing Room (5.26) Level 5 Seminar Rooms (5.71 & 5.72)
	Policy Statement 2	The receptionist at the Kenneth Myer Building will be the first point of contact for external room bookings.
	Policy Statement 3	All external bookings must be approved by the Directors.
	Policy Statement 4	All rooms can be booked with the following priority: <ul style="list-style-type: none"> internal users (including The Dax Centre Ltd) external users conducting neuroscience or psychiatric research, advocacy or related activities all other external users <p>For the purposes of this policy, internal users are defined as all Florey staff, all University staff located in the Kenneth Myer Building and all Departments within the Faculty of Medicine, Dentistry and Health Sciences.</p> <p>For the purposes of this policy, external users will be defined as those who do not meet the conditions to be classed as an internal user.</p>
	Policy Statement 5	Regular external bookings of rooms should in general occur no more frequently than monthly (except regular internal scientific meetings). Meetings occurring more frequently than monthly will be reviewed by the DCF.
	Policy Statement 6	The Education Centre is to be used primarily for education, orientation and/or induction events and/or activities.
	Policy Statement 7	External users will be charged for hiring rooms consistent with current University of Melbourne Venue Hire Rates. The

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		Directors discretion may apply.
	Policy Statement 8	External users must complete, sign, date and return the attached Venue Hire Form and Terms of Use, and have paid the invoice, for a booking to be confirmed. Failure to pay prior to the booking will result in forfeiture of the booking in accordance with the ToU.
	Policy Statement 9	A \$300 charge will be levied on all users if unforeseen cleaning and building management expenses are incurred. An additional \$100 will be levied if the provided access cards are not returned. For internal users this levy will be charged to the group fund, for external users, the specified credit card will be debited for these purposes only.
	Policy Statement 10	Any clashes arising out of booking space in the Parkville Neuroscience Facility will be referred to the DCF for resolution.
Key Roles and Responsibilities	Accountability for Policy Direction	The DCF
	Accountability for Bookings, Logistics and Invoicing	Reception, Building Management, Florey accounts.
Policy Implementation	Implementation Date	July 15 2013
	Authority	DCF



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Parkville Neuroscience Facility Venue Booking Form	
Venue to be Hired	
Number of Attendees	
Hire Date (Weekday / Weekend)	
Hire Time (After hours access Y / N)	
Hiring Organisation	
Hiring Organisation Address	
Contact Person	
Contact Details (Telephone & Email)	
Hire Price (see next page)	
Name of approving director	
Additional Services Required	<input type="checkbox"/> AV Services <input type="checkbox"/> Presentation (Laptop / Computer) <input type="checkbox"/> Foyer overflow slides / movies <input type="checkbox"/> Equipment (trestle tables, whiteboards) <input type="checkbox"/> Building Supervisor <input type="checkbox"/> Security <input type="checkbox"/> Catering (organised by user)

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Venue	Capacity (pax)	Venue Fee (Weekdays 0800-1800) (more than 4 hours)	Venue Fee (Weekdays 0800-1800) (up to 4 hours)	Venue Fee (Weekdays 1800-0800, Weekends & Public Holidays) (more than 4 hours)	Venue Fee (Weekdays 1800-0800, Weekends & Public Holidays) (up to 4 hours)
Auditorium	250	\$2000	\$1200	\$2400	\$1400
Boardroom	22	\$900	\$600	\$1400	\$800
Education Centre	30	\$900	\$600	\$1400	\$800
Ground Floor Foyer	250	\$1800	\$1000	\$2000	\$1200
Staff Room	250	\$2000	\$1200	\$2400	\$1400
Videoconference Room (5.26)	15	\$900	\$600	\$1400	\$800
Seminar Rooms (5.71 & 5.72)	80	\$800	\$500	\$1400	\$800

- All prices are GST exclusive

Audiovisual Support may be provided at an extra charge (\$70 / hour), **during business hours only unless by prior arrangement. If you prefer, an orientation session can be arranged at least 1 day prior to the booking to allow you to operate the venue without support. Provision of a Mac laptop is free of charge.

Please contact Learning Environments (LE) at the University: <http://le.unimelb.edu.au/event> for events held outside business hours, or to record or live-stream your event. LE will invoice you separately for this service.

MDHS users should contact Biomedical Science IT for support.

Building supervision costs: \$300 / first 3 hours, \$80 every hour thereafter. (Mandatory for afterhours events)

Contacts:

Reception	reception-mbc@unimelb.edu.au 9035 6789
Craig Burrows Building Supervisor	craigrb@unimelb.edu.au 0425 775 388
Brendan McMahon Facilities Management	mcmahonb@unimelb.edu.au 0408 387 388
Tom Keeble Neuroscience Communicator A/V and multimedia familiarization.	thomas.keeble@florey.edu.au 0400 764 084
Biomedical Sciences IT A/V support for University of Melbourne MDHS users	http://www.it.mdhs.unimelb.edu.au/bsac-it/support_request.html 03 8344 9888

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This section outlines the terms of use of rooms within the Kenneth Myer Building. By signing this form, you acknowledge and agree to these terms. Breach of these terms will result in additional charges being levied.

Conditions of use for External users: Set up and Clean up

- If no AV support has been booked, it is the user's responsibility **to familiarise themselves with the operation of the room beforehand**. Training can be arranged on the use of the multimedia facilities, please contact Tom Keeble (see 'Contacts' for details).
- At the end of the event, ensure the **AMX system is turned off**: Select "Power Off" then "Shutdown" on the AMX screen.
- Immediately inform the Building Supervisor or Reception of any damage that occurs to the Facilities.
- Inform people attending your event of the location of Emergency Exits and keep these exits clear and unlocked at all times.
- At the end of your event, **furniture is to be returned to the standard configuration** in which the room was found. It is the responsibility of users to **leave the room in a clean and tidy state** for the next user (rooms are often booked for consecutive meetings all day).
- If major room layout changes are required, eg dividing the Level 5 Seminar rooms or adding / removing chairs from a room, contact the Building Supervisor for assistance, who may levy additional charges depending on the time required.
- Please be aware of staff working in the vicinity of your meeting/event and keep noise levels to a minimum.
- When booking the room users should include set up and cleaning time.
- **No food or drink is to be served or consumed in any venue**, except by explicit prior arrangement with Reception.
- The convenor of the meeting must arrange for **immediate removal of any leftover food or drinks** at the conclusion of the meeting/seminar. Rubbish/Recycling to be placed in the appropriate bins. Tables to be wiped down. Lights turned off.
- If rooms are not returned to their original state and / or require an extra clean, as determined by the Facilities Manager, a charge of \$300 will be levied.
- Please ensure you have negotiated with caterers/and or equipment suppliers how you will return any items to them.
- Please load the dishwasher with used crockery, glassware and/or cutlery and turn it on once full. Dishwashing tablets available in glass jar near dishwashers.
- Please note that all rooms are equipped with sensitive smoke detectors, hence any hot water urn/kettle must not be allowed to remain on the boil as steam could trigger smoke detectors.

Indemnity and Insurance obligations of External Users:

- The user shall permanently indemnify the University of Melbourne and The Florey Institute of Neuroscience and Mental Health against all actions, suits, claims and demands arising out of use of the Venue by the user or their attendees, and will pay on demand all documented costs and expenses incurred by us in repairing or restoring any damage to the venue or its facilities.
- The user shall take out and maintain Public Liability Insurance to cover the use of the facilities to the amount not less than five million dollars (\$5,000,000).



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Access for External Users:

- Please inform Reception and Building Management if you will be having an event requiring access to secure areas of the building (Levels 1 – 6) at least 2 weeks in advance of the event.
- One visitor access swipe card for access to the room will be available from the MBC reception.
- The card should be collected before 5pm for all bookings after 5pm or before 9am on the following day. The card is to be returned immediately after the end of each booking or the next morning in the case of evening bookings. If the card is not returned, a charge of \$100 will be incurred.
- To gain access, place the card against the reader, the light indicator on the door handle will change to green and the door handle will unlock. One person at a time through the gates.

Signed:

Full Name:

Department / Institute / Company:

Date:

Credit Card Number: _____

Name on Credit Card: _____

Expiry Date: _____

Notes:

Invoice must be paid 7 days prior to the booking or the booking will be cancelled
Cancellation of the booking within 10 days of the booking date will result in forfeit of the booking fee.