

Booking of University Space Policy

Section 1 - Purpose

(1) QUT campuses, buildings and spaces are provided to support learning, teaching and research. To ensure these facilities are fully utilised for the benefit of QUT and the community, the university permits the hire and use of its spaces subject to approval under this Policy.

Section 2 - Application

(2) The Policy applies to the hire of all buildings and space owned or managed by QUT and to all staff and students of QUT, as well as other members of the University community subject to the QUT [Code of Conduct - Staff](#).

(3) The Policy does not apply to the hosting of VIPs at a QUT campus or event, which is managed under [VIP Visits Policy](#).

Section 3 - Roles and Responsibilities

Position	Responsibility
Vice-President (Administration) and University Registrar	Grants approval for visiting speakers to speak on QUT land or in connection to a QUT event (may be delegated) (Protection of Academic Freedom and Freedom of Speech Policy).
Director, Facilities Management	Approves the booking of outdoor university space, subject to exceptions permitted under this Policy, in consultation with Campus Services. Approves procedures for outdoor bookings of university space. Designates areas for public speaking and assembly on university land.
Executive Director, Marketing and Communication	Approves use of buildings or external areas for film production by external persons or organisations.
Director, Campus Services	Manages the use and occupancy of retail spaces in Old Government House.
Director, Student Administration	Approves the booking of indoor university space, subject to exceptions permitted under this Policy, in consultation with Campus Services.

Section 4 - Principles

(4) University facilities may be hired for functions, conferences or events conducted by the University, or by external organisations. The proposed use of these facilities must:

- a. comply with University policy, related procedures and legislation;
- b. not take precedence over teaching and learning, research or related activities;
- c. not disrupt the University's teaching activities or examination venues while examinations are in progress;
- d. not require adjustment to the academic timetable or other scheduled use if the use is for an external booking,

except in exceptional circumstances;

- e. be compatible with the University's functions, which includes the advancement and development of knowledge, and its application to government, industry, commerce and the community; and
- f. consider the public interest in the promotion of critical and open inquiry on matters of public concern, in accordance with the standards of civil and evidence-based academic debate and the University's [Protection of Academic Freedom and Freedom of Speech Policy](#), when approving an external booking.

Section 5 - Bookings

(5) Internal and external users of University space are required to obtain approval to use the space through prior booking.

(6) Internal bookings for Kelvin Grove and Gardens Point campus space are made through and approved by the Director, Student Administration.

(7) Outdoor bookings for Kelvin Grove and Gardens Point campus space are made through and approved by the Director, Facilities Management.

(8) Facilities Management has developed an Outdoor [Event Safety and Planning Checklist for University events](#) (QUT staff access only), which must be submitted to the Manager, Facilities Services prior to confirmation of a booking for a large event. The Manager, Facilities Services can provide guidance as to what constitutes a large event.

(9) Internal bookings generally do not attract a hire charge, except for activities or events where an entry fee is being charged. In those circumstances, a reduced hire charge is approved for the activity or event. External bookings attract a hire charge, and a contract arrangement is effected to ensure external organisations comply with the University's policies and relevant legislation. Charges depend upon whether a booking is for [room hire or grounds hire](#) (QUT staff access only).

(10) Any requests for use of buildings or external areas for film production by external persons or organisations must be approved by the Executive Director, Marketing and Communication.

(11) QUT Conferences manages and processes all QUT badged conferences and conference style events. Further information about the comprehensive conference management services to QUT faculties and professional associations is available on the [Digital Workplace – Conferences Our Services](#) (QUT staff access only).

Section 6 - Mobile Amusement Devices

(12) Owners and persons in control of amusement devices associated with on-campus activities are required to discharge their obligations under the [Work Health and Safety Act 2011](#). The organiser is responsible for ensuring the health and safety of workers, staff, students and others at the site, and should take all reasonable steps to ensure that an appropriate operator is engaged.

(13) An Amusement rides safety checklist and an Event safety checklist are available on the Digital Workplace – [Event Planning and Resources](#) webpage (QUT staff access only). These must be completed by the organiser and approved by the Director, Facilities Management or delegate no later than two weeks prior to the date of the event involving the mobile amusement device.

Section 7 - Restrictions on use of Facilities

(14) The University has separate policies on the on-campus use of alcohol, campus noise levels and the posting of notices.

(15) It is acknowledged that student events sometimes involve the selling of food and drink; however, such activities should enhance campus life and approval is required by the relevant Manager, Facilities Services to confirm that such commerce will not breach the University's contracts with campus vendors.

Section 8 - Assembly and Speakers

(16) The University has designated areas within its campuses for assembly and speaking activities. The location of these areas can be obtained from the Manager, Facilities Services.

(17) Assembly and speaking activities must be peaceful and not cause an obstruction or disturbance to campus users or the general public. The use of QUT facilities for speaking and assembly by staff and/or students must be consistent with the QUT [Code of Conduct - Student](#), QUT [Code of Conduct - Staff](#) and [Protection of Academic Freedom and Freedom of Speech Policy](#).

(18) Use of assembly and speaking areas by external persons or organisations will be subject to booking and approval.

Section 9 - Compliance

(19) QUT Security staff are authorised to direct people to leave a University space:

- a. if they are disorderly or create a disturbance on University land;
- b. if they are not complying with the University's policies;
- c. if they have not booked the space; or
- d. if they refuse to identify themselves.

Section 10 - Definitions

Term	Definition
Internal booking	An internal booking refers to a booking made by a QUT staff member, student or affiliate for activities to be undertaken by QUT staff and affiliates and / or students and affiliates. It is expected that at least 50 per cent of attendees of student bookings will normally be currently enrolled QUT students. The University reserves the right to perform identity checks in relation to student bookings.
Outdoor booking	An outdoor booking refers to a booking made by a person, organisation or group outside of, and not affiliated with, the University. This includes any booking made by a staff member where costs are not managed through internal charges for the relevant department because the activity is not QUT related.
Mobile amusement device	A mobile amusement device means a device used for commercial purposes and used or designed to be used for amusement, games, recreation, sightseeing or entertainment, and on which persons may be carried, raised, lowered or supported by any part of the device (including, for example, any car, carriage, platform, cage, boat, plank, chair, seat or thing) while the part of the device is in motion.
VIP (very important person)	A VIP (very important person) is defined in VIP Visits Policy .

Section 11 - Delegations

(20) Refer to [Register of Authorities and Delegations](#) (VC221) (QUT staff access only).

Status and Details

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Effective Date	6th December 2021
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Policy Owner	Nathan Richardson Director, Facilities Management
Author	Nathan Richardson Project Manager
Enquiries Contact	David Martin Guerra Business Operations Manager