

# Facilities Usage Policy

## Section 1 - Purpose

(1) This Policy describes the conditions of use of Macquarie University facilities.

### Background

(2) Macquarie University Property requires the cooperation of all staff, students and visitors to ensure that:

- a. rooms and spaces are maintained in the best possible condition;
- b. all facilities remain ready for future users; and
- c. the University complies with all relevant regulations and legislation.

### Scope

(3) This Policy applies to all people who use Macquarie University facilities.

(4) This Policy applies to the following types of facilities and spaces:

- a. Centrally Allocated Pool (CAP) rooms eg classrooms and theatres;
- b. Common Meeting Rooms eg the Senate Room in C8A;
- c. Local Rooms eg staff offices, department classrooms, staff meeting rooms, computer rooms and laboratories; and
- d. Outdoor Areas eg the area between the Macquarie Lake and E11A.

(5) This Policy does not apply to:

- a. facilities managed by the University Library and Art Gallery, Macquarie Graduate School of Management or Campus Life;
- b. computers and audiovisual equipment (these are covered by the [Acceptable Use of IT Resources Policy](#) and the [Learning Technologies Policy](#), respectively).

## Section 2 - Policy

### Conditions of Use

(6) All Facilities:

- a. access to facilities will be in accordance with the [Core Business Hours Policy](#);
- b. smoking is not permitted in any University building; smoking will be required to be in accordance with the [Smoking on Campus Policy](#);
- c. food and drink will only be allowed in outdoor areas, Common Meeting Rooms, Local Rooms, and the foyers of Macquarie, X5B and Y3A Theatres;

- d. all activities must comply with Local, State and Commonwealth legislation;
- e. all activities must comply with Health and Safety regulations;
- f. non-educational activities involving the entertainment of public audiences will only be allowed:
  - i. in rooms and outdoor areas that comply with the [Building Code of Australia](#) (BCA) Entertainment Venue provisions; and
  - ii. where the appropriate copyright consents and licenses have been obtained by the room user prior to the event, if copyrighted music or films are played to a public audience;
- g. users are not permitted to alter the physical fabric of rooms or spaces;
- h. lights and equipment must be turned off when leaving a room;
- i. all advertising material posted on campus must be removed at the end of an activity; and
- j. noise or music is not permitted to disturb activities in adjacent rooms or areas. Exceptions require the approval of the Vice-Chancellor.

(7) CAP Rooms:

- a. all hiring will be in accordance with the [Facilities Hire Policy](#);
- b. all bookings will be in accordance with the [Room Booking Policy](#);
- c. alcohol is not permitted;
- d. food and drink are not permitted (except bottled water);
- e. no cooking, reheating or microwaving is permitted for use outside or in surrounding areas such as corridors, stairwells and bathrooms;
- f. furniture or equipment are not permitted to be removed from rooms;
- g. if furniture is rearranged, the original layout must be reinstated after use;
- h. the room must be tidied after use and all rubbish placed in bins;
- i. only staff who have prior approval from the Learning and Teaching Centre may operate audiovisual equipment;
- j. no person is permitted to sit or stand in a passageway or on steps in any University theatre; and
- k. anyone using the piano in Macquarie Theatre must comply with the moving directions attached to the cover of the piano.

(8) Common Meeting Rooms:

- a. all booking will be in accordance with the [Room Booking Policy](#);
- b. all catering and alcohol provision will be in accordance with the [Entertainment Policy](#);
- c. no cooking, reheating or microwaving is permitted;
- d. if furniture is rearranged, the original layout must be reinstated after use; and
- e. the room must be tidied after use and all rubbish placed in bins.

(9) Local Rooms:

- a. all catering and alcohol provision will be in accordance with the [Entertainment Policy](#);
- b. Local Room rules are to be observed;
- c. if furniture is rearranged, the original layout must be reinstated after use; and
- d. the room must be tidied after use and all rubbish placed in bins.

(10) Outdoor Areas:

- a. all hiring will be in accordance with the [Facilities Hire Policy](#);

- b. all booking will be in accordance with the [Room Booking Policy](#);
- c. all catering and alcohol provision will be in accordance with the [Entertainment Policy](#); and
- d. the area must be tidied after use and all rubbish placed in bins.

## **Section 3 - Procedure**

(11) Nil.

## **Section 4 - Guidelines**

(12) Nil.

## **Section 5 - Definitions**

(13) The following definitions apply for the purpose of this Policy:

- a. Facilities means the built environment, furniture and outside spaces.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd February 2021
<b>Review Date</b>	1st April 2022
<b>Approval Authority</b>	Vice-President, Finance and Resources
<b>Approval Date</b>	23rd December 2011
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Robin Payne Vice-President, Finance and Resources
<b>Responsible Officer</b>	Juliette Churchill Executive Director, Property Services
<b>Enquiries Contact</b>	Linh Gutierrez Director, Client Services and Facilities Management