

## Clubroom Tenancy Agreement

**This agreement is made between the:**

Tenancy Committee of the UWA Student Guild ("the Guild"),

and, \_\_\_\_\_ ("the Tenant/Club").

### **Term of Agreement**

This clubroom tenancy agreement is fixed - starting on \_\_\_\_/\_\_\_\_/\_\_\_\_ and

ending on 31 / 01 / 20\_\_

### **Clubroom Premises**

The clubroom premises are \_\_\_\_\_.

---

### **Section 1: Responsibilities of the Tenancy Committee and the UWA Student Guild**

1. The Tenancy Committee and the Guild will manage and operate the buildings housing the clubrooms in a professional and competent way.
2. The Tenancy Committee may make rules for the proper management and security of the buildings by giving notice to the Club and the Club will obey all the agreed upon rules and ensure that each permitted person complies with them. A list of these include, but are not limited to:
  - a. the Guild Room Access Policy; and
  - b. the Tenancy Allocation Policy.
3. The Tenancy Committee will run a minimum of three tenancy clean-up days per year which will include:
  - a. Cleaning common areas
  - b. Cleaning individual clubrooms
  - c. Clubroom inspections
4. The Guild shall provide Contents Insurance to tenant clubs on the proviso that each tenant submits a full asset list to be covered under the Guild Insurance Policy to Guild Finance every year and that should club assets change at any time, an updated list must be provided. The details of what assets are to be covered and in what circumstances they are covered by the policy shall be determined at the sole discretion of the Guild.
5. The Guild will keep the common areas of the building clean, tidy, and in reasonable condition having regard to the building's age, use and the cost of doing so.

6. The Guild will seek to give the Club as much notice as is reasonably possible of any repairs, maintenance or construction. This work must cause as little disruption to the day to day access to the clubroom as possible.
7. Certain members of the Guild, the University, the Government and those charged with maintenance work are permitted in a clubroom without a club committee member being present. These include:
  - a. Members of the Societies Council Executive;
  - b. Members of the Guild Executive;
  - c. Members of the Tenancy Committee;
  - d. Those accompanied by a member of the Tenancy Committee with good cause to be there;
  - e. University Inspectors;
  - f. UWA Security;
  - g. Inspectors from Government Bodies; and
  - h. Those charged with any maintenance work.
8. The Tenancy Committee will endeavour to inform the Club committee in the case of anyone entering a clubroom without a club committee member present. If possible, the club will be informed prior to this occurring. In the event that this is not possible, the club will be informed after the fact.

## **Section 2: Responsibilities of the Tenant**

1. One member of the Club's executive is required to attend each Tenancy Consultation to discuss any issues regarding the general upkeep of the buildings as well as issues relating to specific clubs.
2. The Club must sign the Clubroom Tenancy Agreement and submit it with their updated Executive Registration Form after each Annual General Meeting of the Club. Should a club's office bearers change over the course of the year, a newly signed Clubroom Tenancy Agreement must be submitted to the Guild.
3. The Clubs will be charged for all costs associated with the room (e.g. phone charges), excluding electricity and the cost of any maintenance that the Guild chooses to undertake during the Club's year of tenancy.
4. The Club occupies, uses, and carries out work in the premises at the club members' own risk. The Club releases the Tenancy Committee and the UWA Student Guild from any action, loss, injury, or death occurring on the premises or in the buildings, except to the extent that the Tenancy Committee or the Guild cause this by their act or negligence.

5. The Club indemnifies the Tenancy Committee and the Guild against any action or demand due to any damage, loss, injury or death caused by:
  - a. The Club's or any permitted person's act of negligence, or;
  - b. The Club's use or occupation of the premises or the buildings; unless the Tenancy Committee or the Guild caused this by their act, or negligence.
6. The Club must obey all laws including, but not limited to, liquor licensing laws, those which apply to the premises, the use of the premises or the lease, and those including but not limited to the statute and by-laws of the University of Western Australia.
7. The Club must immediately fix any damage that the Club or any permitted person causes to the buildings. The Club must promptly tell the Tenancy Committee about any accident or problem concerning the building, especially if it might pose a danger or risk to any person, the buildings, give rise to insurance claims or adversely affect any insurance cover.
8. The Club must not do anything that is, or may be, dangerous, offensive, or that may interfere with other tenants or people in the building and adjacent Guild buildings.
9. The Club must keep the premises safe, secure and protected against theft. The Club must lock all doors and openings whenever the premises are unoccupied. Any damage or theft occurring when a clubroom is left open is the responsibility of the Club, regardless of whether the person involved is authorised to enter the room or not, unless the Tenancy Committee or the Guild caused this by their act, or negligence.
10. The Club must obtain the consent of the Tenancy Committee before the Club alters, re-designs or installs any unusual equipment in the interior of the clubroom.
11. The Club must keep rubbish and waste in proper receptacles and arrange for it to be regularly removed.
12. The Club must not use any part of the premises, the common area, or the buildings or facilities in them for any but their proper purpose.
13. The Club must be aware of, and obey, all fire, safety, and emergency procedures.
14. If the Club is aware of any threat to the safety of the premises, buildings or persons on the land, the Club must notify the Tenancy Committee immediately and obey the instructions of any authority in respect to it.

15. When reallocation of the clubroom occurs, the Club must vacate the clubroom and return it to the Guild in the same condition as it was at the date of commencement of occupation, except for fair wear and tear. The Club must make sure all of their property is removed. Anything left one month after reallocation becomes property of the Guild.

### **Section 3: Breaches of this Tenancy Agreement**

1. In the event of an alleged breach, an individual should attempt to contact the Chair of the Tenancy Committee, the President of the Societies Council or the Tenancy Committee Executive Officer.
2. The member of Tenancy Committee to whom the alleged breach was reported shall then call a meeting of the Tenancy Committee to discuss the alleged breach within a fortnight.
3. Should a member of tenancy committee have a conflict of interest [e.g. sitting on a committee for a club accused of a breach], they must recuse themselves from the meeting.
4. Once taken to the Tenancy Committee, the consequences of the alleged breach will be determined and enforced at the discretion of the Tenancy Committee. Depending on the severity of the breach, consequences may include a warning, loss of a single semester's grants, total funding or eviction from the clubroom. Should a club be evicted from their clubroom under section 3.4, they will be given one month from the Tenancy Committee's decision to vacate the clubroom. After this time, anything left in the clubroom or storage space will become property of the Guild, which has the power of disposal.
5. If the complaint is still not solved satisfactorily for the Club, and a solution is within the power of the Tenancy Committee or by application to the Guild, the Club should address concerns to a member of the Guild Executive in the form of a written explanation of the problem to date. The Guild Executive must examine the complaint and make direction for a remedy, if any. This decision is final and further debate will not be entered into.
6. If a Club has issue with the management of the Building by the Tenancy Committee or the Guild, all complaints are first to be addressed to the Tenancy Committee in writing. Any complaint will be tabled at the next meeting of the Tenancy Committee and discussed. It will then be tabled at the next Executive Management Committee Meeting, if deemed necessary by the Tenancy Committee.
7. If a Club wishes to call a meeting to discuss any aspect of the Tenancy Agreement, outside of those scheduled, the Club must address a written request to the Tenancy Committee with the agreement of one member of the Tenancy Committee. The Chair

of the Tenancy Committee will then schedule a meeting for a date not later than one fortnight after receiving the request. If a Club wishes to call a meeting outside the university semester (during the vacation breaks or during exams) the meeting date may be scheduled up to five weeks after receiving the request.

---

**THE GUILD AND TENANT ENTER INTO THIS AGREEMENT AND AGREE TO ALL ITS TERMS.**

Signed by the **TENANT**

We, the undersigned, as the elected executive of \_\_\_\_\_,  
have read and fully understand the above Tenancy Agreement.

\_\_\_\_\_  
Full Name of Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

---

Signed by the **TENANCY COMMITTEE on behalf of the GUILD**

\_\_\_\_\_  
Full Name of Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date