



Tenancy Use and Access Policy

Commencement Date:	1 December 2017	Review Date:	June 2019
Division Responsible:	Tenancy Committee		
Approval Authority:	Governance, Guild Council		
Contact:	Tenancy Committee		

Application of Policy

1. This policy applies to all clubs affiliated to the Societies Council, all Faculty Societies affiliated to the Education Council, and all Guild Departments who hold a clubroom or storage tenancy administered by the Tenancy Committee of the Guild, and all students wishing to access those tenancies.

Policy Objectives

2. The objectives of this policy are:
 - a. To provide the Guild with guidelines for the management and access of keys to clubrooms and storage spaces;
 - b. To provide the Guild with guidelines for the use and access of clubrooms and storage spaces; and,
 - c. To provide Guild tenants with clarity over their responsibilities and rights.

Definitions

3. For the purposes of this policy;
“Key Bearer” refers to a person who is a member of the executive of the committee to which a tenancy has been allocated, or a person who is listed on a validly submitted and approved Room Access Registration Form for the tenancy in question
“Authorised Guild staff member” refers to a person employed by the Guild who has the approval or permission of the Guild President, Tenancy Chair or Guild Director or Associate Director to access Guild managed tenancies.

Access to Keys

4. A copy of all Building Keys must be held by Guild Finance and not released unless the Guild Student Centre does not hold a copy of the key.



5. The Guild Student Centre shall hold a copy of all keys relating to:
 - a. Tenant Rooms;
 - b. Storage Spaces; and,
 - c. Mailboxes.

6. Access to the keys of clubrooms and storage spaces shall be restricted to:
 - a. The authorised key bearers of the tenant space;
 - b. Any member of the Tenancy Committee who is authorised by the Tenancy Chair or Tenancy Committee to access tenant spaces;
 - c. The Guild President; and,
 - d. Any authorised Guild staff member.

7. Access to the keys of the main door of Cameron Hall shall be restricted to:
 - a. Any member of the Tenancy Committee who is authorised by the Tenancy Chair or Tenancy Committee to access tenant spaces;
 - b. The Guild President;
 - c. Any member of the Executive of the committee which holds a tenancy within Cameron Hall; and,
 - d. Any authorised Guild staff member.

8. Access to the master keys of Cameron Hall and the Guild Building shall be restricted to:
 - a. Any member of the Tenancy Committee who is authorised by the Tenancy Chair or Tenancy Committee to access tenant spaces;
 - b. The Guild President; and,
 - c. Any authorised Guild staff member.

9. In an emergency, the Guild President may authorise any person to access the keys to any tenancy managed by the Guild Tenancy Committee.

10. Before being granted access to the key(s), persons must fill out an access log with the minimum details of name, phone number, date of borrowing, time of borrowing, key number, access location, and signature.

11. Upon return of the key(s) to Guild Finance or the Guild Student Centre, persons must fill out an access log with the minimum details of date of return, time of return, and signature.

12. Keys borrowed from the Guild Student Centre or Guild Finance must be returned within one business day. Failure to do so will result in that key being deemed lost as per clause 19.

13. Club Executives may keep up to four additional keys to their clubroom or storage tenancy separate from the ones held by Guild Finance and the Guild Student Centre.



Room Access Registration Form

14. At the beginning of each new Tenancy Agreement, each clubroom and storage tenant may submit a Room Access Registration Form to the Guild Student Centre for any committee member(s) other than those listed on the Executive Registration Form to access the keys.
15. Students who sign the Room Access Registration Form agree to comply with this policy at all times.
16. Room Access Registration Forms expire whenever a new Executive Registration Form is lodged.
17. Room Access Registration Forms can be replaced throughout the year to reflect any changes in the committee, however there can be no more than 8 more people other than the Executive to have access to a tenant space.
18. If a tenant does not submit a Key Bearer Registration Form only the Club Executives of the tenant may access their key(s).

Loss of Keys

19. In the event of the loss of the key(s):
 - a. The loss must be reported as soon as possible to the Tenancy Committee and Guild Finance or the Guild Student Centre; and,
 - b. If the key was lost by an authorised key bearer, the tenant will assume responsibility for the loss of the key(s); and will be responsible for the costs of purchasing and installing a new barrel and replacement keys; or,
 - c. If the key was accessed *and* lost by an unauthorised person, the tenant will bear no responsibility for the loss of the key(s) and the person who last signed out the key will be responsible for the costs of purchasing and installing a new barrel and replacement keys; or,
 - d. If the key was lost by a Guild staff member or member of the Tenancy Committee, the tenant will bear no responsibility for the loss of the key(s) and the Guild will be responsible for the costs of purchasing and installing a new barrel and replacement keys.

Responsibilities of the Tenancy Committee and the Guild

20. Guild Finance and the Guild Student Centre shall ensure that only persons who are authorised are able to borrow keys.



Conditions of Use of Clubrooms and Storage Spaces

21. Clubrooms and storage spaces are allocated to clubs, Faculty Societies and Departments according to the *Tenancy Allocation Policy*.
22. Clubrooms and storage spaces are provided with an undertaking by the Guild to:
 - a. Manage and operate the building(s) in a professional and competent way; and,
 - b. Ensure that any rules for the proper management and security of the building(s) will be advertised to tenants.

Responsibilities of Authorised Key Bearers of a Clubroom or Storage Space

23. Authorised key bearers must:
 - a. Notify persons using the clubroom or storage space of their responsibilities under this policy.
 - b. Ensure that the *Clubroom and Storage Tenancy Agreements*, along with all other relevant UWA and UWA Student Guild policies, as well as any rules that the tenant sets for use of the clubroom or storage space, are being followed at all times.

Responsibilities of Persons Using a Clubroom or Storage Space

24. Persons using a clubroom or storage space must:
 - a. Abide by the *Clubroom and Storage Tenancy Agreements*, along with all other relevant UWA and UWA Student Guild policies, as well as any rules that the tenant sets for the use of the clubroom or storage space;
 - b. Not act in any way that is, or may be, dangerous, annoying or offensive, or that interferes or may interfere with other tenants or persons in the building or adjacent buildings;
 - c. Occupy, use and carry out work in the premises at their own risk. The Guild will not be liable to any action or demand due to any damage, loss, injury or death occurring, except to the extent that the Guild causes this by their act, omission or negligence;
 - d. Notify the Guild as soon as possible about any accident or problem concerning the building, especially where it may pose a danger or risk to any person or the building, or give rise to an insurance claim, or adversely affect any insurance cover; and,
 - e. Ensure that the room or storage space is left secure and protected from theft. Any damage or theft occurring when a clubroom is left open is the responsibility of the tenant, regardless of whether the person involved is authorised to enter the room or not.

Primacy of this Policy

25. This policy replaces the previous *Guild Room Access Policy for Clubs and Departments* as issued by the Guild Council.