



Room access policy for clubs and departments

The Guild supports the activities of departments and affiliated societies (through relevant sub-councils). This support includes room space as a resource for some societies and departments with a need for a designated space. The Guild manages the maintenance of these resources.

The right to access Guild rooms is endorsed for Guild Departments in Guild Policy (GC 94/5). Those clubs who are provided with a space within the Guild are required to complete a tenancy agreement through the Societies Council. This policy outlines the procedures for enabling access to Guild rooms.

1. GUILD ROOM ACCESS FOR DEPARTMENTAL OFFICERS

- a. Upon election, Departmental Officers will be issued with one key to their room.
- b. The key will be issued through Guild Finance and a log will be kept of the issue.
- c. The loss of any key must be reported as soon as possible to Guild Finance and the Department will be responsible for the costs of purchasing and installing a new barrel and two new keys. Guild Finance will keep one copy of the key.
- d. Other elected representatives of the Department will be required to access Guild Rooms as outlined in section 3 of this policy.
- e. Departmental Officers will need to ensure that other students requiring access to the Guild Room have completed a Guild Room Access Registration Form and that these have been lodged with the Guild Student Centre.
- f. At least one authorised person must be present when the room is open.
- g. Departmental Officers should ensure that they outline rules of room use to students approved for access to the room.
- h. Departmental Officers and authorised students are responsible for activities and incidents in the room when present.

2. GUILD ROOM ACCESS FOR CLUB EXECUTIVES

- a. After being granted access to a club room for the first time, or upon election of new office bearers, Club Presidents are required to sign a tenancy agreement with the Guild Societies Council.
- b. A copy of the tenancy agreement must be presented to Guild Finance and a key will be issued with a log kept of that issue.
- c. Any loss of key must be reported as soon as possible to Guild Finance and the Club will be responsible for the costs of purchasing and installing a new barrel and two new keys.
- d. Clubs may only hold up to four keys to their club room. Further keys may be allocated upon application to the Tenancy Committee. Additional requirements may apply at the discretion of the Tenancy Committee.
- e. Other representatives of the Club will be required to access Guild Rooms as outlined in point 3 of this policy.
- f. Club Executives must ensure that other students requiring access to the Guild Room have completed a Guild Room Access Registration Form and that these have been lodged with the Guild Student Centre.
- g. Club Executives should ensure that they outline rules of room use to students approved for access to the room and inform them as to the Club's responsibilities under the Tenancy Agreement.

- h. An authorised club member who has completed a Guild Room Access Registration Form must be present whenever the room is open.
- i. The authorised member is responsible for activities and incidents in the room while present.

3. GUILD ROOM ACCESS FOR OTHER STUDENTS

- a. Any student wishing to access a room will need to have completed and lodged a Guild Room Access Registration Form with the Guild Student Centre (with exception of the PSA Lounge, Women's Department, and Queer Department which are designated as open to all students).
- b. Any student wishing to access a room will need to be a Guild Member and will need to obtain a key from the Guild Student Centre, any temporary issue of key is to be logged.
- c. Any loss of key must be reported as soon as possible to Guild Finance and the Club/Department will be responsible for the costs of purchasing and installing a new barrel and two new keys.
- d. The student is responsible for activities and incidents in the room while present.

4. CONDITIONS OF USE FOR GUILD ROOMS

Rooms are allocated to Clubs by application to the Guild on a yearly basis and to Departments on a permanent basis (subject to accommodation planning). These rooms are provided with an undertaking by the Guild to:

- a. Manage and operate the building in a professional and competent way; and
- b. Ensure that any rules for the proper management and security of the building will be advised to Departments and Clubs.

The Guild Executive reserves the right to suspend access to a Guild Room at any time.

5. RESPONSIBILITIES OF STUDENTS ACCESSING A GUILD ROOM

Students accessing a Guild Department or Club Room:

- a. Are advised that the Department/Club will be responsible for any costs associated with the room (e.g. phone charges, infringements etc.) and they should discuss any possible expenses or charges with the Club/Department Officer;
- b. Occupy, use and carry out work in the premises at their own risk. The Guild of Undergraduates 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;
- c. Agree to comply with all laws, including liquor licensing laws, which apply to the premises, the use of the premises or the lease, including but not limited to the statutes and by-laws of the University;
- d. Agree to notify the Guild as soon as possible about any accident or problem concerning the building, especially where it might pose a danger or risk to any person or the Building or give rise to an insurance claim or adversely affect any insurance cover;
- e. Must not act in any way that is, or may be, dangerous, annoying, or offensive, or that may interfere with other tenants or people in the Guild Building or adjacent buildings;
- f. Must ensure that the room is left secure and protected from theft.