

## 1. Purpose

This policy is intended to facilitate coordinated and consistent room booking practices at USC.

## 2. Policy scope and application

This policy applies to the booking of all space at the University, with the exception of the Chancellery, Pro Vice-Chancellors' and Executive meeting rooms and research laboratories, and to all internal and external clients who request room bookings.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Academic Timetable refers to the schedule of all classes within a Study Period which is published to the USC website.

Room bookings means any requests for bookings from staff or external organisations for any activities that are not incorporated into the academic timetable.

Class means a lecture, tutorial, workshop, computer laboratory, laboratory session, field trip, practicum and other contexts in which face-to-face teaching occurs.

Resources refers to all USC spaces and the equipment therein.

## 4. Principles

4.1 Requests for room bookings will be made to, and confirmed by, Student Services and Engagement using the relevant software package, Celcat.

4.2 The University's teaching requirements for resources will take precedence over any other booking.

4.3 No adjustments will be made to the academic timetable to accommodate external use other than in exceptional circumstances, by the Deputy Vice-Chancellor (Academic).

4.4 Room bookings are available to:

- (i) staff by emailing room bookings with their request, and
- (ii) students by contacting their School administration office who will make the request on their behalf, except:
- (iii) all USC Auditorium bookings should be directed to Facilities Management (USC Venues and Catering)
- (iv) all sporting venue and activities requests should be directed to USC Sport.

4.5 Bookings will not be made for ongoing teaching activities that form part of course delivery, with the exception of "make up" classes required as a result of a public holiday or academic staff illness.

4.6 Confirmed bookings will take precedence over unconfirmed bookings. Conflicts will be resolved by negotiation between Student Services and Engagement and the parties concerned.

4.7 Requests for bookings of teaching space for activities that are not included in the timetable will not normally be considered until after the timetable is published.

## 5. Internal hirers

5.1 All activities scheduled outside the University's opening hours and/or activities which require additional services, such as security, cleaning and maintenance may attract a fee to cover the costs of services.

5.2 All activities, such as conferences and courses organised by Schools and other organisational units may attract a fee when the bookings relate to revenue-generating activities.

5.3 All activities are booked through Student Services and Engagement and are recorded in the relevant software package, Celcat.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Pro Vice-Chancellor (Students)

### DESIGNATED OFFICER

Academic Registrar and Director, Student Services

### FIRST APPROVED

18 May 2011

### LAST AMENDED

7 August 2020

### REVIEW DATE

6 August 2025

### STATUS

Active

## 6. External hirers

6.1 The use of the University's physical facilities by individuals, groups or organisations external to the University must be compatible with the University's mission and goals.

6.2 Full disclosure of event details is required at the time of the initial request to ensure a suitable venue is available.

6.3 The hiring of University facilities will be made available only when this does not impact upon the key activities, functions and operations of the University.

6.4 The University's requirements for resources will take precedence over their use by external persons, groups or bodies.

6.5 The University may refuse any request to hire if the proposed event is judged to be inappropriate for a University venue. Conditions for refusal of permission for an event to take place on University premises are set out in the Hire of University Facilities - Operational Policy.

6.6 External activities are booked through Facilities Management (USC Venues and Catering) and are recorded in the relevant software package, Celcat.

6.7 Charges will apply to all external hirers for the facilities and goods used, and services incurred.

END

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### RELATED DOCUMENTS

[Academic Timetable - Academic Policy](#)

[Academic Timetable - Procedures](#)

[Conduct on University Premises - Operational Policy](#)

[Hire of University Facilities - Operational Policy](#)

[Space Management - Operational Policy](#)

[Space Management - Procedures](#)