



Hiring of Unitec Facilities to External Parties

Table of Contents

1. PURPOSE.....	2
2. DEFINITIONS	2
3. PROCEDURE	2
3.1. Hire Responsibilities and Signing Authorities	2
3.2. Hiring Process.....	3
3.2.1. Essential Information	3
3.2.2. Additional Information for filming/photo shoot.....	4
3.3. Hire Fees	4
3.3.1. Distribution to departments of hire fees received	4
REFERENCE DOCUMENTS	5
DOCUMENT DETAILS	5
AMENDMENT HISTORY	5

1. PURPOSE

The purpose of this internal procedure is to:

1. establish protocols and procedures for accepting and assessing applications for the hire of Unitec's facilities to external clients; and
2. ensure legislative obligations and administrative requirements pertaining to the hire of Unitec's facilities to external clients are met.

2. DEFINITIONS

EXTERNAL HIRE

means an event or booking taking place on Unitec facilities that is not part of or associated with Unitec. A person or organisation considered an external hirer under the following conditions:

- a) If the external person/organisation is using Unitec facilities for a non Unitec related event involving students.
- b) If the ex-students, students or staff are using the Unitec facilities for a non Unitec related event.

Note: External hire is secondary to Unitec's timetabled classes, and Unitec activities/events. This allows Unitec facilities to be used for short term hire and 'one off' bookings.

'NON UNITEC' RELATED EVENT

means an activity that is not associated with Unitec. This applies to staff and students who use Unitec facilities for a private event, for secondary work or for non course related events.

UNITEC FACILITIES

means all buildings located at the Mount Albert, Waitakere and Takapuna campuses, except the Marae and Puukenga (Building 171) which are managed through Maia.

3. PROCEDURE

3.1. Hire Responsibilities and Signing Authorities

The Timetabling Office is responsible for the following:

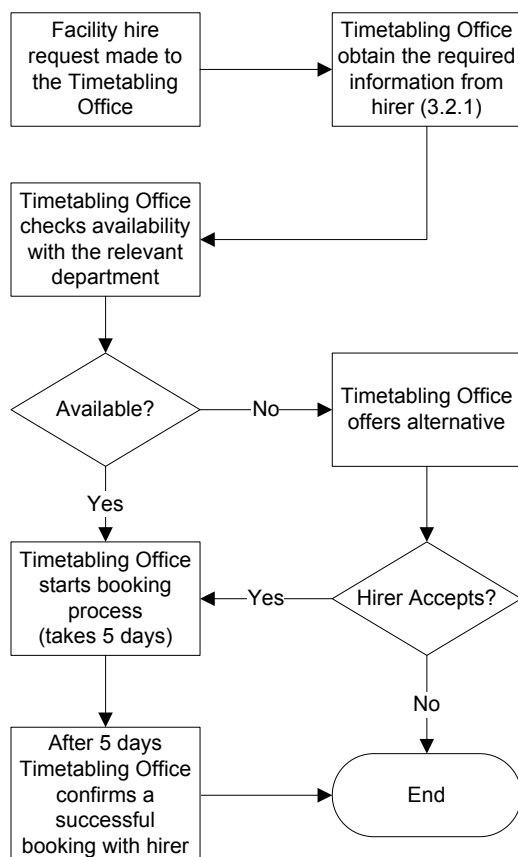
- a) Managing the external hire of Unitec facilities for the entire Unitec institution. Where faculties/departments receive enquiries about hiring facilities at Unitec, these enquiries must be directed to the Timetabling Office to manage;
- b) The processing of external hire enquiries and the vetting of the requesting person(s) /organisation. A hirer needs to meet the requirements of Unitec's values and standards; and
- c) Negotiating terms on the hire agreement, additional to the standard hire agreement terms, and negotiating a hire fee. Refer to Section 3.3 for further information on hire fees.

The hire agreement is to be signed by Unitec's delegated signing authorities only. The signing authority by default is the Academic Timetabling Manager, or higher authorities in Te Puna Ako.

3.2. Hiring Process

All external hire enquiries are to be directed through the Timetabling Office. The hire of all department space (e.g. Dance studio, specialist PC lab) is subject to approval from that individual department.

As part of the enquiry stage of a booking, it is essential to find out the nature of the booking and details on the external person(s)/organisation. All enquiries are vetted to see if they meet Unitec values.



3.2.1. Essential Information

The Timetabling Office requires the following information from the external hirer in order to process a booking:

- 1) What the core operation/business of the group/organisation is.
- 2) What the group/organisation is aiming to achieve from the booking.
- 3) Sensitivity over area being used – use or photos/film of Marae or background shots that include the mason clinic.

- 4) Date/Time of hire
- 5) Intended location for hire
- 6) Intended use (e.g. dance, play, cake sale)
- 7) Number of people attending
- 8) Any people with special needs attending (i.e. consider access, toilets),
- 9) Any special requirements or equipment required
- 10) Does group/organisation have their own public liability insurance or will they require coverage by Unitec's own insurance at a cost of \$20+GST per day.
- 11) Traffic management plan (eg. security guards, traffic wardens)

3.2.2. Additional Information for filming/photo shoot

- 1) Name of film/photo shoot
- 2) Lighting and power requirements (kVA) drawn.
- 3) Special effects - Does this comply with H&S regulations (eg. stunts, pyrotechnics)
- 4) Support vehicles - Weight of vehicle and how this is distributed (eg. crane, large trucks)
- 5) Current licensed operators of equipment

Unitec requires a minimum of five working days to successfully process a booking.

3.3. Hire Fees

All hire fees are negotiated by the Timetabling Office. Where the events or the external person(s) /organisation has a relationship with Unitec, then the hire fee can be reduced depending on the nature of the booking. This also applies to community bookings where no hire fee may apply.

3.3.1. Distribution to departments of hire fees received

There are many different types of hireable facilities across the Unitec campuses. Generally, these spaces are centrally run, but some facilities are run by departments.

Where the facilities are centrally run, the hire fee will be split between Facilities Management and Te Puna Ako. The breakdown of these hire fees will be 70% Facilities Management, 30% Te Puna Ako.

Where the facilities are run by faculty/departments the hire fee will be split between Facilities Management, Te Puna Ako and the faculty/department. The breakdown of these hire fees is 70% faculty/department, 20% Facilities Management, 10% Te Puna Ako.

REFERENCE DOCUMENTS

[1] N/A

DOCUMENT DETAILS

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AMENDMENT HISTORY

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1	04/05/10	Academic Timetabling Manager	New Document