

# Guideline for the use of UOW Common Teaching Spaces

## Everything you need to know when using UOW facilities

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## 1. Introduction / Background

This guideline has been produced for both internal and external clients assisting with the preparation of their event, enjoyment and safety of all attendees, when utilising a UOW teaching facility for casual room bookings and events, conferences etc.

## 2. UOW Standard Fire Emergency Procedures

Who do I contact in case of an emergency?

**Call UOW Security on 4221 4900 or extension 4900.**

Building evacuation plans are generally located near the exit doors of all buildings - Please familiarise yourself with this information on your arrival.

To view the evacuation area in your requested venue please use the links listed below:

<http://staff.uow.edu.au/emergency/index.html>


Emergency Evacuation Assembly Areas

<http://staff.uow.edu.au/ohs/emergencies/emaps/UOW016101.html>

## 3. Standard Fire Orders

# STANDARD FIRE ORDERS

### ACTIONS TO BE CONSIDERED ON DISCOVERING A FIRE

R	<p>"Rescue" any person(s) in immediate danger <b>only if safe to do so.</b></p>	 <p style="text-align: center; color: red; font-weight: bold;">RESCUE</p>
A	<p>"Alarm" Raise the alarm by contacting University Security on extension <b>4900</b> or Emergency Services on <b>0 000</b>.</p>	 <p style="text-align: center; color: red; font-weight: bold;">ALARM</p>
C	<p>"Contain" Close doors to contain the fire.</p>	 <p style="text-align: center; color: red; font-weight: bold;">CONTAIN</p>
E	<p>"Extinguish" Attempt to extinguish the fire <b>only if you are trained and it is safe to do so.</b></p>	 <p style="text-align: center; color: red; font-weight: bold;">EXTINGUISH</p>

Evacuate the building and follow directions of Building Wardens

#### 4. Workplace Health and Safety

Any activity which presents a risk to health and safety requires a documented risk assessment to ensure the hazards are removed or controlled appropriately. More information on the process of undertaking a risk assessment can be found on the [WorkCover NSW website](http://www.workcover.nsw.gov.au/) or the Workplace Health and Safety web site <http://staff.uow.edu.au/ohs/index.html>

If a risk assessment is required to be undertaken this must be reviewed by the Central Timetabling Unit. The WHS Unit may be called for assistance or clarification.

#### 5. Roles & Responsibilities

Convenor/Function Organiser Group Organiser	<ul style="list-style-type: none"> <li>Responsible for familiarising themselves with the information contained in this document and all associated linked documents.</li> <li>Responsible for the conduct of all guests including persons under the age of 18yrs.</li> <li>Ensure that the event is coordinated ensuring there is a representative on campus to meet, greet, direct and manage the event at all times.</li> <li>Ensure that members of their group stay within the confines of the booked venues and do not roam around campus venues as this is disruptive to other staff and poses a significant security risk.</li> </ul>
UOW Security	<ul style="list-style-type: none"> <li>Opening of venue</li> <li>Attending emergency situations</li> <li>Closing of venue</li> </ul>
Central Timetable Unit	<ul style="list-style-type: none"> <li>Booking of Venue</li> <li>Providing Guidelines for the use of UOW Teaching Spaces</li> <li>Passing on any feedback to relevant parties.</li> </ul>

#### 6. Other Information

##### 6.1 UOW Campus Map

Below link will take you to interactive maps and downloadable maps to all UOW campuses including Innovation Campus and

<http://www.uow.edu.au/about/campusmap/index.html>

##### 6.2 UOW Wollongong Campus Parking Information

The below link will take you to parking information for Wollongong campus and Innovation Camps.

<http://www.uow.edu.au/about/parking/index.html>

##### 6.3 Hazard Reporting

If a hazard is identified contact UOW Security on 4221 4555 or extension 4555.

##### 6.4 Injury or Illness

If there is an injury or illness contact UOW Security on 4221 4900 or extension 4900. Security will be able to provide first aid treatment or request and ambulance is necessary. All injuries and illnesses are required to be reported.

## 7. Services

### 7.1 Teaching Facilities

The floors, walls, or any part of the premises shall not be written on or pierced by nails or other contrivances and the facilities shall not be decorated or place carded, nor can any seats be altered or removed without prior approval of the University. Gangways and passageways shall be kept free of obstructions at all times, this includes the Foyer areas of building 67 and 20.

External clients can view UOW teaching venues at <http://edsnet.cedir.uow.edu.au/theatres/index.aspx>.

### 7.2 Audio Visual Equipment

External clients will have access to most technology in the room via their personal laptop. Access to UOW computers is only available to UOW staff and students. Internet Access is only available to UOW staff and students. A demonstration of the available technology is available between 8:30am and 3:00pm week days.

It is recommended that the Convenor/Function Organiser familiarise themselves with the audio visual equipment in the venues/s they have booked prior to the event. If you require assistance regarding the operation or functionality of audio visual equipment, please contact UOW Learning, Innovation, Facilities & Technologies (LIFT) 4221 3002 or via <http://www.uow.edu.au/asd/lift/index.html>.

### 7.3 Additional Equipment

If additional equipment or assistance is needed for your event you will be referred to the Event & Venues department at UniCentre.

The University will determine if a group's audio visual equipment or additional needs requires the assistance of Event & Venues and/or its preferred audio visual support provider. Such additional requirements are likely to involve an additional charge. <http://unicentre.uow.edu.au/events/index.html>

### 7.4 UOW Standard Teaching Venue Equipment

There are three categories of audio visual equipment available in UOW Common Teaching Venues. The features of each category are in the below table

Categories	Audio Visual Facilities
1	OHP, Screen, Projection and Laptop input
2	OHP, Screen, Projection, Computer (PC), Laptop / device (via VGA OR HDMI output)
3	OHP, Screen, Projection, Computer (PC), Laptop / device (via VGA or HDMI output) & Document Camera

Further information on the features of common teaching venues and a list of locations are available at <http://www.uow.edu.au/asd/lift/teachingspace/UOW147270.html>

## 7.5 Opening and Closing of Venues

Rooms may not be accessed until the start time of each booking period.

UOW Security are notified of your booking via UOW Central Timetabling Unit.

UOW Security will open venues on weekends. Hirers will not be issued with, or require keys to venues. If an unforeseen problem (emergency) arises requiring security to attend, this may result in security arriving a little late.

All room hires must conclude at the time set out in the Conditions of Hire as another activity may be booked into your venue directly after your booking has concluded, therefore all venues must be vacated on specified closing time or penalty rates will apply retrospectively. When booking a venue ensure that setup and set down time is factored into your booking request.

Any concerns please contact security 4221 4555 or X 4555. For emergencies contact security on 4221 4900 or x 4900.

## 7.6 Airconditioning

Wollongong Campus, only lecture theatres and some new buildings have air conditioning capability. Some theatres are attached to a building management system while others have an after hours button. If you require the airconditioning turned on for your event or you wish to make an enquiry to find out if your venue has airconditioning capability please contact UOW Facilities Management Division during normal office hours via email include the following in your email.

Email: [fm-service-centre@uow.edu.au](mailto:fm-service-centre@uow.edu.au)

Subject: Weekend airconditioning requirements

Your contact name:

Booking Date:

Booking Reference:

Venues Required:

Start Time:

End Time:

Please do not leave this until the last minute, please give at least 3 working days prior to your event.

For **Innovation Campus** airconditioning requirements email iC Management

[info@innovationcampus.com.au](mailto:info@innovationcampus.com.au)

## 7.7 Lighting

Lighting in UOW common teaching venues will be either movement activated, via the switch on the wall or touch panel on the lectern. Any problems with lighting please contact Security on 4221 4555 or extension 4555.

## 7.8 Toilet/Venue Cleaning

During session Monday – Friday Cleaning Services are offered morning and evening. For all enquiries regarding cleaning contact Facilities Management Division during normal office hours at least 2 weeks prior to your event on 4221 3217.

All rooms are to be left in a clean and tidy state and clear of rubbish at the conclusion of the booking. If cleaners are required to be brought in because of unsatisfactory cleanliness, this cost will be charged to the hirer.

For weekend toilet cleaning requirements for Wollongong campus please contact Facilities Management Division on 4221 3217.

For **Innovation Campus** toilet/venue cleaning requirements email iC Management [info@innovationcampus.com.au](mailto:info@innovationcampus.com.au)

## 7.9 Furniture set up and set down

All teaching facilities are set up in classroom style teaching mode. If permission is granted by the Central Timetabling Unit to re-arrange loose furniture, the hirer can choose to rearrange furniture themselves or arrange for The University's Facilities Management Division to organise this. Contact on 4221 3217 this may incur a fee.

Any furniture moved must be returned to its original configuration at the completion of the booking.

Wollongong Campus, any special furniture set up requirements contact Facilities Management Division on 4221 3217 prior to your event.

For **Innovation Campus** any special furniture set up and set down requirements email iC Management [info@innovationcampus.com.au](mailto:info@innovationcampus.com.au)

## 8. Pricing Information

### 8.1 Room Hire Only

Pricing Information from January 1 2014					
Venues	Per hour	Minimum of 4 hour bookings		Extra hours Per Hour	
Lecture Theatre	200 Seating & above	\$60.00	\$240.00	\$60.00	
Lecture Theatre	100 to 199 seating	\$50.00	\$200.00	\$50.00	
Lecture Theatre	Less than 100 seating	\$45.00	\$180.00	\$45.00	
Flat Room	50 seating & above	\$40.00	\$160.00	\$40.00	
Flat Room	49 seating and below	\$35.00	\$140.00	\$35.00	

Categories of Hire		
<p><b>Client 1 - No Charge</b></p> <ul style="list-style-type: none"> <li>• Special purposes as approve by the Vice Chancellor</li> <li>• Bodies directly connected with UOW</li> <li>• Charitable functions or meetings of public or community interest</li> </ul>	<p><b>Client 2 - 50%</b></p> <p>Non- profit activities such as service organisations</p> <ul style="list-style-type: none"> <li>• <i>Rotary</i></li> <li>• <i>Scouts</i></li> <li>• <i>Apex</i></li> </ul>	<p><b>Client 3 - Full fee</b></p> <ul style="list-style-type: none"> <li>• Business Firms</li> <li>• Non-University theatre or film groups</li> <li>• Professional associations societies or conferences where registration fee is charged</li> <li>• Political or religious groups</li> <li>• Government Departments and educational institutions</li> <li>• Others</li> </ul>

### 8.2 Security

Any security requirements above normal opening, closing or emergency response will be cost recoverable by UOW Security. Consult with UOW Manager, Facilities Management Division Security on 4221 3217, or email [fm-service-centre@uow.edu.au](mailto:fm-service-centre@uow.edu.au) if you have a security requirement.

No other security company/contractor maybe engaged on UOW premises.

## 9. Smoking on Campus

Smoking is prohibited in all University of Wollongong buildings. The hirer will ensure that this prohibition is observed at all times.

Extract from SMOKE-FREE WORKPLACE POLICY.

“2. Smoking is prohibited:

- a. in all University buildings;
- b. in all University vehicles;
- c. adjacent to entrances or exits of buildings;
- d. adjacent to any windows or intakes for air-conditioning plant;
- e. adjacent to any outdoor area where there are combustibles or flammables stored;
- f. in an enclosed public places – enclosed, in relation to public place means having a ceiling or roof and, except for doors and passageways, completely or substantially enclosed, whether permanently or temporarily.

3. Adjacent to building means the smoking activity is not in the physical proximity of the building which:

- a. require people using the entrance or exit to pass through smoke;
- b. allows the smoke to enter the building”.

## 10. Children on Campus

The University seeks to provide a ‘family friendly’ work and study environment. Children on Campus policy supports this aim and also recognises the University’s duty of care as a responsible employer. The policy seeks to strike a balance between the safety of children on campus, limiting their exposure to risks, whilst maintaining equity standards. The policy seeks to address both occupational health and safety and equal opportunity issues. For more information regarding Children on Campus refer to <http://www.uow.edu.au/about/policy/UOW058657.html>

## 11. Group Organiser

A group organiser must be nominated. The group organiser is responsible for the conduct of all guests in the group, including all guests under the age of 18. The group organiser is responsible for familiarising themselves with the University’s Children on Campus Policy:

<http://www.uow.edu.au/about/policy/UOW058657.html>



## 12. Advertising or Directional Material

The display of advertising or directional material of any kind is not permitted at the University entrances. Any unauthorised signage will be immediately removed and destroyed. The Hirer shall not display, publish or broadcast advertising material that infers that the event for which the facilities are being used in any way connected to or endorsed by the University and the Hirer shall not reproduce or make use of any the University's branding or logos, without obtaining prior permission to do so.

For any assistance regarding screens or directional signs within UOW Wollongong campus please contact Facilities Management Division during normal office hours at least 2 weeks prior to your event on 4221 3217.

For **Innovation Campus** directional material or advertising requirements email iC Management [info@innovationcampus.com.au](mailto:info@innovationcampus.com.au)

## 13. Noise Management

Noise levels for all activities conducted in common teaching venues to be kept at an acceptable level. The use of the facilities is not to create or contribute to any public nuisance. Any complaints received will be directed to Campus Security who will assess the situation and speak to the coordinator to ask that the noise or public nuisance be reduced in consideration of the campus community and local residents. Continuous noise after the first warning may result in eviction from the venue.

## 14. Dancing

No dancing is permitted in common teaching venues; our venues are not designed for dance or exercise activities. For these activities there are venues available on campus such as University Recreational and Aquatic Centre (URAC), contact <http://www.urac.com.au/contact.html>

## 15. External Catering

External catering is permitted at UOW – You and your caterers are responsible for ensuring that rooms and kitchens are left clean and all waste and materials are removed off campus immediately after your event.

If you require extra bins for your event your event management team will be responsible for ensuring extra bins are acquired. UOW allow only **Thiess Services** on campus contact Thiess Services at: 264 Nolan Street, Unanderra 2526, (02) 4272 0300 on campus as they are aware of UOW requirements.

Ensure that your caterers are aware of this requirement when obtaining quotes.

The area will be inspected regularly. You will be charged for the costs of returning the facility to an acceptable standard.

The University is not responsible for catering equipment and material left in rooms after an event.

For **Innovation Campus** catering or rubbish disposal requirements email iC Management [info@innovationcampus.com.au](mailto:info@innovationcampus.com.au)

## 16. Public Liability

### 16.1 Insurance:

The Hirer must take out and keep in force for the period in which they are using the University facilities:

Public Liability Insurance in the amount of not less than \$10 million in respect of each and every occurrence and unlimited in the aggregate for any one period of cover;  
Professional Indemnity Insurance in the amount of not less than \$10 million in respect of each and every occurrence and unlimited in the aggregate for any one period of cover; and  
Adequate workers compensation insurance for employees.  
The above cover must be extended to any of the Hirers' subcontractors using the University's facilities.

### 16.2 Objectionable and dangerous activities:

The University may at its sole discretion, prohibit, cancel or stop without notice any performance, function or activity which is objectionable, dangerous, illegal or detrimental to the reputation of the University. The University reserves the right to remove any person from the premises immediately if their behaviour is deemed by the University to be offensive, noxious, illegal, immoral, disorderly, riotous, and dangerous or in breach of any relevant law or University Policy.

## 17. Other Information

### UOW - Emergency Procedures -

<http://staff.uow.edu.au/ohs/emergencies/emergency/index.html>

UOW – Emergency Assembly Areas - <http://staff.uow.edu.au/ohs/emergencies/emaps/index.html>

UOW Campus Maps - <http://www.uow.edu.au/about/maps/index.html>

UOW Campus Parking - <http://www.uow.edu.au/about/parking/index.html>

UOW Security Services - <http://www.uow.edu.au/about/security/index.html>

Learning, Innovation, Facilities and Technologies (LIFT) - <http://www.uow.edu.au/asd/lift/index.html>

UOW Information Technology Services - <http://www.uow.edu.au/its/index.html>

Facilities Management Division - <http://www.uow.edu.au/facilitiesmanagement/index.html>

University Recreation and Aquatic Centre (URAC) - <http://www.urac.com.au/>

University Conference & Function Centre - <http://functions.uow.edu.au/>

UOW Pricing / Public Liability Guideline – Currently being upgraded

UOW Conditions of Hire Agreement - </content/groups/public/@web/@studentcentral/documents/doc/uow098215.pdf>

UOW Application to Hire UOW Teaching Venues - </content/groups/public/@web/@studentcentral/documents/doc/uow098216.pdf>

## 18. Contact Information

Central Timetabling Unit	Week days 9am – 5pm	4221 4927	<a href="mailto:room_bookings@uow.edu.au">room_bookings@uow.edu.au</a>
UOW Campus Security General Enquiries	24 hours	4221 4555	<a href="mailto:security-shared@uow.edu.au">security-shared@uow.edu.au</a>
UOW Campus Emergency Contact	24 hours	4221 4900	
Information Technology Services	Week days 8am – 4pm	4221 3002	<a href="http://www.uow.edu.au/asd/lift/index.html">http://www.uow.edu.au/asd/lift/index.html</a>
Internet Connection Enquiries (UOW Account Holders only)	Week days 9am – 5pm	4221 3000	<a href="http://www.uow.edu.au/its">www.uow.edu.au/its</a>
Facilities Management Division	Week days 9am – 4pm	Fm-service-centre@uow.edu.au	<a href="mailto:fm-service-centre@uow.edu.au">fm-service-centre@uow.edu.au</a>

## 19. Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	110324	Nikki Bushell – Timetable Officer	Timetable Coordinator David Ryan	New Document
2	110406	Nikki Bushell – Timetable Officer	Brett Lovegrove SBM Business Solutions	Amended formatting & File name
3	120328	Nikki Bushell – Timetable Officer	Brett Lovegrove SBM Business Solutions	Amended Point 6.3 amended contracts of hire to booking confirmation. Point 6.3 added emergency security number. Changed Buildings & Grounds to Facilities Management Division
4	120524	Nikki Bushell – Timetable Officer		Changed name to Guidelines for the use of UOW Teaching Spaces Upgraded web links Included Innovation Campus
5	130319	Nikki Bushell Timetable Officer	Brett Lovegrove SM Business Solutions	Upgraded page 4 to include ITC services.
6	130819	Nikki Bushell Timetable Coordinator	Brett Lovegrove SM Business Solutions	Upgraded clause 12
7	131119	Nikki Bushell Timetable Coordinator	SM Academic Administration Kellie Ridges	Updated clause 7.2 Audio Visual Equipment
8	140513	Nikki Bushell Timetable Coordinator	Nikki Bushell Timetable Coordinator	Updated clause 7.2 Audio Visual Equipment