

1. Purpose

This policy outlines the process for hiring spaces within the CUC Cowra Region. The policy aims to maximise the use and benefits of the Centre facilities by the community while ensuring a fair and transparent process for hiring spaces. The policy outlines the criteria and conditions for hire, as well as the cost of hire.

2. Scope

This policy applies to the CUC Cowra Region:

- Staff,
- Board members,
- Centre and available space for external parties to hire,
- Agreements with external parties utilising available space.

3. Policy

A. Space Hire Eligibility

Space at CUC Cowra Region is available for hire by the public, including businesses, not-for-profit organisations, community groups, and individuals. Priority will be given to activities that align with the CUC Cowra Region mission of supporting education, innovation, and community development.

Appropriate Use of Spaces:

Our space is designed to accommodate a wide range of professional activities. However, due to the proximity of our rooms to each other, certain limitations apply.

The following activities are not suitable for our space, and we respectfully ask that you seek alternative venues for:

- Therapeutic or counselling services
- Activities involving children
- Music rehearsals or performances
- Any activities producing loud or intrusive levels of sound

Please note that online meetings or seminars MUST be conducted in private offices, as our shared spaces are designated quiet zones.



The CUC Cowra Region may refuse an application for hire or may cancel a previously approved application without notice if extraordinary or unusual circumstances warrant such action. If the booking has been cancelled through no fault of the hirer, every attempt will be made to find an alternate venue. The CUC Cowra Region also reserves the right to refuse the hire of facilities to any applicant without assigning any reason for such refusal.

B. Spaces and Fees

Facility hire is available Monday – Friday, 9am–5pm. Any requests outside of normal business hours must be approved by the Centre Manager and may incur additional fees.

Hire fees are determined based on the type of space, duration of hire, and the hirer's eligibility for discounts.

Full payment is required 14 days of the date of issue on the invoice.

Cancellations must be made in advance for a full or partial refund, as specified in the hire agreement.

Space Hire Schedule

Space	Duration	Cost
Office Room 1	½ day / full day	\$25* / \$50*
Office Room 2	½ day / full day	\$25* / \$50*
Conference Room 3	½ day / full day	\$50* / \$100*

*Excluding gst.

Discounted Fees

Not-for-profit organisations, charities, and community service providers may be eligible for discounted hire rates. To qualify for a discount, organisations must provide proof of their not-for-profit status or evidence of their community service provision.

Discounts are offered at the discretion of the CUC Cowra Region Centre Manager and are subject to availability and specific terms and conditions.



C. Services Available

The following services are available for to parties who book a space in the CUC Cowra Region (subject to availability):

- Wireless internet access throughout and charging points for BYO devices
- Printing, photocopying, scanning and fax facilities (costs associated)
- Mobile Whiteboard
- Display boards and Community noticeboard
- Kitchen with fridge, microwave, dishwasher, oven and tea/coffee facilities.
- Dining area and booth seating
- Breakout common area with tables and chairs
- Amenities accessible to all genders and individuals with disabilities.

D. Booking Process

All bookings must be made through the booking link on CUC Cowra Region website Hire Room page. Bookings should be made at least 14 days in advance to ensure availability.

To complete a booking, the following details must be provided:

- A person to act as a point of contact for all booking related activities,
- Name and details of the organisation,
- Date and time of booking,
- Type of event being held,
- Number of people attending,
- Audio visual requirements, and
- Any other information reasonably requested by the Centre Manager.

E. Insurance and Liability

Hirers must hold their own public liability insurance covering the duration of the hire period.

The CUC Cowra Region will not be liable for any injuries, damages, or losses incurred by hirers or their attendees during the hire period.



F. Terms and Conditions of Hire

Hirers must agree to the terms and conditions of hire, which include all stipulations in this policy on the use of space, cancellation policies, liability, and insurance requirements. By booking a space in the CUC Cowra Region, the following terms and conditions must be met:

1. CUC Cowra Region facilities may only be used for teaching and educational activities by and for external groups with the prior written approval of CUC Cowra Region Centre Manager or an authorised representative.
2. Any use of CUC Cowra Region facilities must not interfere with any CUC Cowra Region class, activity, event, program, or student access.
3. All persons on CUC Cowra Region Centre are required to abide by its By-Laws, Rules, policies and other regulations. The Centre Manager, on request will provide detailed information on these.
4. Any authorised representative of CUC Cowra Region shall be permitted free access to any function approved by the Centre Manager.
5. CUC Cowra Region reserves the right to invite the general public to any function of event which is sponsored by CUC or its Academic Services and Departments.
6. No advertisement may be made concerning the hiring of CUC Cowra Region facilities without the approval of CUC Cowra Region and is not to imply that CUC Cowra Region is associated with the event other than providing the facility. Without express permission no advertisement, poster, handbill or any other form of announcement or statement may be placed on, attached to or written on any structure or natural features of the Centre such as doors, walls, windows, the surface of walkways, footpaths or roads, posts or other fixings or fittings.
7. Smoking is prohibited on the CUC Cowra Region premises.
8. The consumption of food and drink (other than water) is prohibited in CUC Cowra Region conference rooms unless special permission is granted by CUC Cowra Region. Catering can be arranged by the hirer, if approved in advance by the Centre Manager.
9. Hirers must ensure that the facility and its surrounds are left in a clean and tidy condition. The hirer must pay for any damage sustained to any CUC Cowra Region property whether through their own actions or through the action of their employee, contractors, sub-contractors or, guests attending any function





booked by the hirer and the cost of cleaning the facility and its surrounds if not left reasonably clean and tidy.

10. Bookings are not confirmed until the Centre Manager receives these Terms and Conditions signed and returned to the Centre Manager by the requested date. Prior to the receipt of these signed forms the facilities remain subject to availability and cannot be placed on tentative hold. The Hirer must provide the certificate of currency of insurance prior to the first day of hire.
11. Full payment for the hiring of facilities is due within 14 days of the date of issue on the invoice (which will be issued at the discretion of CUC Cowra Region staff). Should the client not have an ABN then payment is required prior to the event date.
12. If hire charges are not paid by the hirer when due, a booking may be cancelled with immediate effect. Subsequent payment by the hirer does not guarantee the reinstatement of cancelled bookings.
13. Cancellations must be made in writing and acknowledged and accepted by the Centre Manager. Cancellation fees may be charged for bookings cancelled without proper notice to the Centre Manager. Unless otherwise specified in writing, the following schedule of cancellation fees will apply. Within 14 working days of the first date of hire will be equal to 50% of venue hire, audio-visual, setup, and service fee plus GST. Fees for cancellation within 7 working days of the first day of hire will be equal to 100% of all venue hire, audio-visual, set-up, and service fees plus GST.
14. No temporary structure such as tents may be erected or assembled on CUC Cowra Region site.
15. The hirer must not allow any third party to use the facility without obtaining prior written permission from the Centre Manager.
16. The driving of tacks, nails, or screws etc. into the woodwork or walls or any part of the facility or any furniture or fixtures within the facility is strictly forbidden. Signs, however, may be stuck on walls with blu-tak only (no tape) provided that the hirer ensures they remove all trace of it immediately after the event and there is no damage to the façade after removal.
17. The hirer will be responsible for any moneys that it receives and collects from its clients during the facility hire period. CUC Cowra Region is not responsible and the hirer releases CUC Cowra Region in respect to any loss incurred by the hirer for moneys received from the hirer's clients including but not limited to theft during the facility hire period.



18. The hirer must comply with all relevant regulations with respect to any audio-visual and electrical equipment and the operation of that equipment that is brought onto the facility by the hirer. The hirer must seek CUC Cowra Region consent with respect to any equipment that the hirer intends to use in the facility.
19. Nothing in this agreement confers on the hirer any rights as a tenant and such is expressly negated. The relationship between CUC Cowra Region and the hirer is one of Licensor and Licensee.
20. The hirer must obtain public liability insurance for its use of the facility. For all insurance, the hirer must provide a certificate of currency or other evidence that shows that the insurance policy applies to CUC Cowra Region facilities and is not limited to the hirer's own premises. All insurance must be on such terms as required by CUC Cowra Region. The hirer is exclusively responsible for all liability (including damages, loss, costs, actions, claims and demands) to any person or property caused or contributed to by the hirer (including its employees, members, officers, agents and invitees) in using, entering, leaving or being near the facility or with CUC Cowra Region campuses during or about the period of hire including but not limited to loss of life, personal injury, damage to property, damage to the facility or any area surrounding or adjoining the facility or loss or damage resulting from any faulty fittings or items brought onto the facility by the hirer. The hirer must pay any such liability and indemnifies CUC Cowra Region in respect to any such liability that is incurred by CUC Cowra Region resulting from any damage, loss, costs, actions, claims and demands resulting from the occurrence of any of the events referred to in this clause. The hirer releases the CUC in respect of any claim that the hirer (including its employees, members, officers, agents and invitees) may otherwise have against CUC Cowra Region in respect to such liability.
21. All CUC Cowra Region audio-visual equipment will be charged inclusive of the venue hire and operation will be subject to prior approval. The hirer is responsible for ensuring that any CUC Cowra Region equipment used during the hire period remains in the same condition as at the commencement of the hire period.
22. Immediately following the end of the period of the hire the hirer must vacate the facility. Failure to vacate the facility may result in extra charges being applied by CUC Cowra Region. The hirer must also immediately remove from the venue all goods; property or material brought in by or on behalf of the hirer. CUC Cowra Region does not accept deliveries prior to events of behalf of the hirer.





23. The hirer warrants that it will comply with its obligations under the Work Health and Safety Act 2011 (NSW) OR (QLD). The hirer warrants that before entering into this agreement it has carried out a risk assessment of the undertaking that will be conducted from the facilities in the context of the relevant legislation and that it is satisfied that it has identified any relevant risks. Without limitation, the hirer agrees that it will give such instructions to its employees and other person to whom it may owe a duty under the Act and will implement systems and do others things that will ensure, so far as is reasonably practicable, that the health and safety of its employees, invitees or other persons is not put at risk from activities conducted by or on behalf of the hirer.
24. If the hirer fails to observe any of the above conditions, CUC Cowra Region may terminate the hire arrangement with immediate effect and CUC Cowra Region will not be obliged to refund any portion of hiring charges already paid. CUC Cowra Region reserve the right to refuse hire or terminate a hire agreement if the terms and conditions are not followed.

4.

Agreement

This agreement serves as a formal acknowledgment of the Hirer's commitment to uphold the terms and conditions of the CUC Cowra Region Space Hire Policy, ensuring a respectful and responsible use of the facilities available for hire.

By signing below, the Hirer confirms their agreement to these terms and conditions and commits to fulfilling all responsibilities and obligations as outlined. This agreement is binding upon the Hirer from the date of signing and for the duration of the hire period specified in the booking.

Hirer's Information

Contact Name: _____

Organisation: _____

Signature: _____



Date: _____

