



Guidelines 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 external clients when utilising a UOW teaching facility for non-teaching events and conferences, to assist with the preparation of their event and enjoyment and safety of all attendees.

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.

Follow the directions of Building Wardens or UOW Security and proceed to the designated assembly area for the building.

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 only if safe to do so.</p>	 <p>RESCUE</p>
A	<p>"Alarm" Raise the alarm by contacting University Security on extension 4900 or Emergency Services on 0 000.</p>	 <p>ALARM</p>
C	<p>"Contain" Close doors to contain the fire.</p>	 <p>CONTAIN</p>
E	<p>"Extinguish" Attempt to extinguish the fire only if you are trained and it is safe to do so.</p>	 <p>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 [SafeWork NSW website](#) or the [UOW Safe@Work web site](#).

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

COVID-19 Information:

In accordance with NSW Health requirements, students, staff and visitors to our Australian campuses are [required to check-in](#) to any area visited using QR codes. Users will be responsible to check the latest COVID NSW Health Advice and comply with updates and changes.

To comply with COVID-19 NSW Health requirements, UOW is required to assist with contact tracing of visitors to the University if requested by NSW Health. This will be done by having Service NSW QR Codes on public buildings and at events where visitors will be in attendance. Other means of electronic check in can also be implemented by the local area where QR Codes cannot be used eg via web browser

If you do require a unique QR Code, please contact [WHS Manager - Darren Smith](#) or [Facilities Management Division \(Space\)](#)

4.1 Objectionable and Dangerous Activities:

Hirers are not to conduct any objectionable, hazardous, dangerous or illegal activities in rooms that are detrimental to the reputation of the University, could cause damage to teaching room facilities or danger to any persons.

The University may at its sole discretion, prohibit, cancel or stop without notice any performance, function or activity which is conducted in a non-compliant manner.

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.

4.2 Hazard Reporting

If a hazard is identified contact UOW Security on 4221 4555 or extension 4555. Staff are required to complete a hazard report using [SafetyNet](#).

4.3 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 if necessary. All injuries and illnesses are required to be reported.

5. Roles & Responsibilities

Convenor/Function Organiser Group Organiser	<ul style="list-style-type: none">Responsible for familiarising themselves with the information contained in this document and all associated linked documents.Responsible for the conduct of all guests including persons under the age of 18yrs.Ensure that the event is coordinated ensuring there is a representative on campus to meet, greet, direct and manage the event at all times.
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	<ul style="list-style-type: none"> • 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. • Ensure all attendees are checked in via QR Code. • Ensure all NSW and current health guidelines are adhered to
UOW Security	<ul style="list-style-type: none"> • Opening of venue • Attending emergency situations • Closing of venue
Timetabling Services	<ul style="list-style-type: none"> • Booking of venue • Notifying UOW Security of event • Providing guidelines for the use of UOW Teaching Spaces • Passing on any feedback to relevant parties.

6. UOW Campuses

All information pertaining to UOW campuses including Getting to UOW, parking and public transport information can be found [here](#).

6.1 UOW Campus Map

Click [here](#) for all campus map information to all UOW campuses.

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. 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 including the foyer areas of building 67 and 20. Refer to points 4-6 for further information.

All spaces must be left as the condition it was occupied, If damages are incurred the client may be liable for damages.

Ensure all attendees follow current NSW health and UOW guidelines pertaining to COVID requirements are followed.

External clients can view UOW teaching venues [here](#).

7.2 Audio Visual Equipment

AV support in teaching spaces (CTA-S)

Academics should ensure they familiarise themselves with the technology in teaching spaces prior to their classes. IMTS can provide one on one instruction on the operation of technical equipment in Common Teaching Spaces, however the request will need to be well in advance of a lesson/class. For immediate assistance in a teaching space if there are technical issues, lift the help phone handset to be connected to the IT Service Desk.

Access to UOW computers as well as the internet is only available to UOW staff and students.

It is recommended that the Convenor/Function Organiser familiarise themselves with the audio visual equipment in the venue/s they have booked prior to the event. If you require assistance regarding the operation or functionality of audio visual equipment, please contact the IT Service Desk on 4221 3000.

Staff should contact the IT Service Desk on +61 2 4221 3000 (extension 3000) or Search for answers online in our comprehensive [Knowledge Base](#).

7.3 UOW Standard Teaching Venue Equipment

UOW have standardised audio visual equipment calibrated to enhance teaching experiences.

Standard Teaching Venue Audio Visual Equipment	
Category 1	Standard AV Equipment may include a document camera
Category 2	Standard AV Equipment may include a document camera with Echo360
Category 3	Standard AV Equipment with Video Conference Facilities for the Presenter Only
Category 4	(Dual Delivery) Venue capable of on premises and virtual attendees

Select [Teaching Space Details](#) for more information

7.4 Opening and Closing of Venues

7.4.1 Wollongong Campus

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

UOW Security are notified of your booking via UOW Timetabling Services.

UOW Security will open venues on weekends. Hirers will not be issued with, or require, keys prior to your event. 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 relevant Room Booking Confirmation as the venue maybe scheduled for another event directly after your booking has concluded. Therefore all venues must be vacated by the 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.

If you have any concerns please contact Security 4221 4555 or x 4555. For emergencies, contact Security on 4221 4900 or x 4900.

7.4.2 Innovation Campus

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

If you're booking falls outside of normal UOW teaching hours Monday – Friday 8:30am to 8:30pm, Timetabling Services will contact Innovation Campus Services notifying them of your booking. Innovation Campus Services will adjust venue access accordingly. Hirers will not be issued with, or require, keys to venues.

Upon your arrival, if you are unable to access your booked venue contact UOW Security for assistance.

All room hires must conclude at the time set out in the relevant [Application to Hire](#) form as the venue maybe scheduled for another event directly after your booking has concluded. Therefore all venues must be vacated by the 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.

7.5 Air-conditioning

On the Wollongong campus, lecture theatres and most buildings have air conditioning capabilities. Most air conditioning is controlled via a building management system with set on/off time schedules or a local after-hours buttons which run for 2 hours.

If you require the air-conditioning turned on for your event or you wish to make an enquiry to find out if your venue has air-conditioning capabilities, please contact UOW Facilities Management Division during normal working hours via fm-service-centre@uow.edu.au. Please include the following information in your email:

Email: fm-service-centre@uow.edu.au

Subject: Weekend air-conditioning requirements

Your contact name:

Booking Date:

Booking Reference:

Venues Required:

Start Time:

End Time:

Ensure at least 1 weeks' notice is given prior to your event to ensure arrangement can be made.

For **Innovation Campus** air-conditioning requirements, please contact FMD via fm-service-centre@uow.edu.au.

7.6 Lighting

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

7.7 Cleaning and Waste Removal

Wollongong and Innovation Campus

Regular cleaning is undertaken on weekday mornings, so a space may require cleaning for an event to be held on a Saturday or Sunday. This can be arranged by giving UOW Facilities Management Division (FMD) at least 48 hours' notice on 4221 3217 or fm-service-centre@uow.edu.au.

All spaces must be left as they were when made available for the booking. Any cleaning or waste removal costs that are incurred, as the result of a mess being left, will be charged to the hirer at the full rate.

COVID Cleaning

Cleaning will be conducted in line with the following as directed by SafeWork Australia:

Staff are required to self-clean and disinfect high use equipment and personal property such as phones, desks, and tablets.

If you know that you will require waste bins cleaning of the booked venue or adjacent washrooms and facilities for your event, FMD can provide these services. In some cases, FMD can assist at a minimal charge if at least one week's notice is given. Please contact the FMD Service Centre during regular business hours on 4221 3217 or fm-service-centre@uow.edu.au.

7.8 Furniture Set Up and Set Down

All teaching facilities are set up in classroom-style teaching mode. If permission is granted by Timetabling Services to re-arrange loose furniture, the hirer can choose to rearrange furniture themselves or arrange for UOW's Facilities Management Division to organise this. If required, please contact Facilities Management Division via fm-service-centre@uow.edu.au. Please note this may incur a fee.

COVID Venue Configuration

All events must follow the NSW COVID guidelines. Please refer to [NSW Government website](#)

8. Pricing Information

8.1 Room Hire Only

VENUE & PRICING INFORMATION FROM 1 OCTOBER 2017				
Venues		Cost 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>Client 1 - No Charge</p> <ul style="list-style-type: none"> • Special purposes as approve by the Vice Chancellor • Bodies directly connected with UOW • Charitable functions or meetings of public or community interest 	<p>Client 2 - 50%</p> <p>Non- profit activities such as service organisations</p> <ul style="list-style-type: none"> • <i>Rotary</i> • <i>Scouts</i> • <i>Apex</i> 	<p>Client 3 - Full fee</p> <ul style="list-style-type: none"> • Business Firms • Non-University theatre or film groups • Professional associations societies or conferences where admission/course costs are charged • Political or religious groups • Government Departments and educational institutions • Others

8.2 Security

Any security requirements above normal opening and closing or emergency response will incur additional costs through UOW Security. Please consult with Facilities Management Division on 4221 3217, or email 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

UOW is a smoke-free zone. The smoking of tobacco products or personal vaporisers is prohibited on all University property. For information regarding designated smoking areas and further information click [here](#).

10. Children on Campus

The University seeks to provide a 'family friendly' work and study environment. The 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 child safety 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 click [here](#).

A group organiser must be nominated and 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](#).

11. Advertising or Directional Material

The display of physical advertising or directional material of any kind is not permitted at the University without prior approval. The University may consider requests for localised physical signage but there must be good reason and other digital communication methods must be in place. Any physical material that is used must be professional in appearance, its installation and removal must not impact on UOW assets or other operations and the safety of campus users must be maintained at all times.

Any requests for physical signage must indicate installation and removal times. Any unauthorised signage will be removed at the Hirer's cost and the material may be destroyed. The Hirer shall not display, publish or broadcast advertising material that infers that the event for which the facilities are being used is in any way connected to or endorsed by the University. 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 or directional signs within UOW Wollongong campus please contact Facilities Management Division at least 2 weeks prior to your event via fm-service-Centre@uow.edu.au.

For information regarding digital signage, please contact the IMTS helpdesk on 4221 3000 for assistance with submitting a request form.

12. Noise Management

Noise levels for all activities conducted in teaching venues are to be kept at an acceptable level and not 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.

13. Dancing

No dancing is permitted in common teaching venues as our venues are not designed for dance or exercise activities. For these activities there are venues available on campus such as [UniActive](#).

14. External Catering

Catering services can be ordered through [UOW Aspire Events](#) or alternatively, 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.

Please ensure that your caterers refer to point 7.8. Cleaning and Waste Removal and are aware of this requirement when obtaining quotes.

If a venue is left in an unsatisfactory standard and UOW is required to apply additional cleaning at the conclusion of your booking, you will be charged additional cleaning costs. 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 FMD on fm-service-centre@uow.edu.au.

15. Public Liability 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. Other Information

[Emergency Procedures](#)
[Emergency Assembly Areas](#)
[Campus Maps](#)
[Campus Parking](#)
[Security Services](#)
[IT Services](#)
[UOW Information Management & Technology Services](#)
[Facilities Management Division](#)
[UniActive \(formally URAC\)](#)
[UOW Aspire Events](#)
[UOW Conditions of Hire Agreement](#)
[UOW Application to Hire UOW Teaching Venues](#)

17. Contact Information

<u>CONTACT</u>	<u>HOURS</u>	<u>PHONE</u>	<u>EMAIL</u>
Timetabling Services	Week days 9am–5pm	4221 5908	room_bookings@uow.edu.au
UOW Aspire Events	Week days 9am–5pm	4221 8011	aspire-events@uow.edu.au
UOW Campus Security General Enquiries	24 hours	4221 4555	security-shared@uow.edu.au
UOW Campus Emergency Contact	24 hours	4221 4900	
Information Technology Services	Week days 8am–4pm	4221 3000	
Internet Connection Enquiries (UOW Account Holders only)	Week days 9am–5pm	4221 3000	https://www.uow.edu.au/its/index.html imts@uow.edu.au
Facilities Management Division	Week days 8am–5pm	4221 3217	fm-service-centre@uow.edu.au
WHS Unit	Weekdays 8am-5pm	4221 3931	whs-admin@uow.edu.au