



# AUU FACILITIES AND ASSETS

## AUTHORITY

A Policy of the Adelaide University Union (AUU) enacted pursuant to the Rules Concerning AUU Rules & Policy

## POLICY

### **1. Objectives**

To regulate the use of the facilities and assets of the AUU.

### **2. Definitions**

2.1 The definitions in Clause 3 of the AUU Constitution apply to this policy.

2.2 The following definitions apply to all AUU documents:

“Facilities” means all the buildings and land owned or managed by the AUU.

“Assets” means any item of equipment or other tangible good of value owned by the AUU.

“Orientation Week” means the week immediately preceding the first academic week of term one.

### **3. Interpretation**

Interpretation of this policy is within the jurisdiction of the President, pursuant to the authority of Board.

### **4. Hours of Opening**

The authority to determine opening hours of all AUU facilities is delegated to management of the AUU. The C.E.O. must report any significant changes at the next Board meeting.

### **5. Security**

The C.E.O. is responsible for the maintenance of security with regards to the AUU’s facilities, including the distribution and control of keys.

This power may be delegated to a responsible staff member.

### **6. After Hours Access**

Approval for after hours access is to be sought and approved from the relevant manager of the area to which access is required.



## **7. Use and Charge of Facilities and Assets**

[Cross Reference: Rules Concerning  
Affiliates Clause 10]

The facilities and assets of the AUU may be made available to internal and external users.

### **7.1 Internal Users**

The following groups are deemed to be internal users:

- (a) Any employee and/or Board member of the AUU, acting within their official capacity;
- (b) Any Affiliate of the AUU;
- (c) Any club affiliated with the Clubs Association; and
- (d) Any club affiliated with the Sports Association.

As a general rule, internal users may use AUU facilities and assets at no cost, subject to availability. The C.E.O. of the AUU retains the discretion to vary this general rule, when he or she is of the opinion that it is appropriate and must report any such variations to the Executive.

### **7.2 External Users**

Any group not mentioned in Clause 7.1 is deemed to be an external user.

External users may hire AUU facilities and assets at commercial rates as determined by the Commercial Manager and/or the Bookings Coordinator, where appropriate.

### **7.3 Restrictions**

Any user who has outstanding debts owing to the AUU must be denied access to use and/or hire of the facilities and/or assets.

### **7.4 Priority**

During Orientation Week and term time priority is to be given to internal users. However, booking will still be done on a first come first served basis at the discretion of the Bookings Coordinator.

All internal users shall observe the terms and conditions of use/hire as distributed to all affiliates, clubs and societies.

All external users shall observe the terms and condition of hire as signed at the time of hire.

### **7.5 Damage**

Damage to any equipment resulting from use by any hirer is the responsibility of the hirer.

## **8. Allocation of Space**

[Cross Reference: Rules Concerning  
Affiliates Clause 10]

The C.E.O. has the authority to determine the allocation of space within AUU facilities. Any significant changes must be reported at the next meeting of Board.

The AUU will endeavor to provide space for Affiliates where possible.



## 9. Smoking

Smoking is not permitted within any AUU buildings, including those of the AUU Affiliates unless specifically permitted by this Clause. Smoking is also prohibited near or around any windows, doorways or air conditioning intakes of the AUU. Smoking is permitted in:

- 9.1 (a) The smoking section indoors of the Unibar (North Terrace) and Tavern (Roseworthy) but restricted according to the legislative requirements;
- (b) Only the 5<sup>th</sup> and 6<sup>th</sup> floor balconies of the Union House building, but excluding stairwells;
- (c) And in the cloisters, only during an event or activities with the permission of the organiser(s);
- (d) The Barr Smith Lawns.
- 9.2 (a) Smoking is also prohibited in areas immediately adjacent and/or outdoors to AUU buildings where tobacco smoke can enter the nearby buildings;
- (b) In toilets;
- (c) In lifts, according to the Tobacco Productions Regulation Act (SA), 1997 (SN 45) and;
- (d) In or by the AUU vehicles.
- 9.3 (a) No person or AUU staff member should be required to undertake AUU business in areas where smoking and tobacco smoke is present unless their actual workplace or location of undertaking tasks is one of the permitted areas in Clause 9.1 (a)-(d). If so, then the smoking and tobacco smoke must be contained and managed as per current legislative requirements. Tobacco smoke and smoking must not be within one metre of people or staff undertaking AUU or Affiliate business on the permitted areas in Clause 9.1 (a)-(d).
- (b) The AUU provides assistance to active smokers within the AUU to reduce or give up smoking. Counselling, information and referral may be sought from Student Care.

Persons refusing to comply with this Clause may be expelled from AUU facilities at the discretion of the CEO.

Any disputes under this Clause are to be determined by the CEO.

## 10. Art Collection

[Cross Reference: Rules Concerning Standing Committees Clause 6.3.5]

The C.E.O. is responsible for the maintenance and security of the AUU art collection. This responsibility may be delegated to the curator of the University's art collection.

The Activities Committee will recommend possibilities for the display of the AUU's art collection to the University's curator and will facilitate any such displays, where appropriate.

## 11. Posters & Notices

### 11.1 Relevance

All posters or notices placed on or around AUU facilities must be relevant to student activities and/or student life in general.

### 11.2 Commercial Advertising

Commercial advertising via posters or notices will only be permitted within AUU facilities if there is a discernible advantage to students. Any dispute as to this will be determined by the C.E.O..

### 11.3 Authorisation and Notification

All posters and notices on or around AUU facilities must be marked with an appropriate stamp, to be held at AUU Reception.

All posters and notices on or around AUU facilities must contain the name and contact details of the party responsible for their distribution, as well as their date of distribution.



11.4 Other Posters and Notices

All posters and notices on or around AUU facilities must not cover existing approved posters and/or notices.

11.5 Approved Areas & Reasonableness

Posters and notices may only be affixed to approved areas. Approved areas shall be determined by the C.E.O.. Notice of approved areas may be obtained from AUU reception.

The AUU Stewards may remove posters and notices in non-approved areas or which take up an unreasonable amount of space in approved areas.

11.6 Violation of This Clause

Where posters or notices are put up in contravention of this Clause they will be removed at the expense of the party producing the posters.

Any person(s) or groups interfering with another party's right to place posters or notices up in accordance with this Clause or using posters and/or notices in a defamatory or otherwise unlawful manner, will be answerable to the AUU, as well as being subject to legal sanctions. Such action may result in the privilege of placing posters and/or notices being withdrawn for an indefinite period.

11.7 Disclaimer

The AUU takes no responsibility whatsoever for the veracity or views of posters and/or notices affixed on around AUU facilities.

**12. AUU Vehicles**

[Cross Reference: Rules Concerning Affiliates Clause 11; AUU Facilities and Assets Policy Clause 7]

12.1 AUU Vehicles will be made available to:

- AUU employees on official business
- AUU employees provided with a vehicle in their terms of employment
- Any other persons approved by the C.E.O.

12.2 Records must be kept at all times of the use of AUU Vehicles, details of which may be determined from time to time by the C.E.O..

12.3 Clause 7.1 does not apply to AUU Vehicles. Users of AUU Vehicles will be charged an amount to be determined from time to time by the C.E.O..



**HISTORY**

Replaces “Facilities Policy Code”  
Replaces Clauses 5 and 9 of “Administrative Procedures Policy Code”  
First Enacted 13 December, 1999  
Amended 7 March 2005

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