

INDUSTRY AND ALUMNI SUPPORT: FACILITIES USE PROCEDURE

1. Purpose and Scope

The Industry and Alumni Support: Facilities Use Policy establishes the parameters for allowing AFTRS alumni and external industry use of AFTRS' facilities. This document outlines the procedure for dealing with external requests and the conditions that apply to the use.

2. Procedure

All enquiries for the use of AFTRS' facilities by an AFTRS alumni or external person or organisation must be sent to, and initially dealt with by, the Production Resources Coordinator at industryuse@aftrs.edu.au.

The Production Resources Coordinator must discuss the suitability and availability of the requested AFTRS' facilities with the enquirer and confirm the AFTRS' facilities required and their availability. If the enquiry falls under Public Facing Guild and other Events, Sponsorships, and Collaborations these are forward to the Marketing Programs and Events Manager.

The Production Resources Coordinator must inform the enquirer of any likely ancillary charges, and obtain the enquirer's written confirmation they would like to proceed with the booking. The Production Resources Coordinator may use a [Request for Use of AFTRS Facilities Form](#) to assist this process.

After receiving the enquirer's written confirmation, the Production Resources Coordinator must send a memo to the Director of School Resources or their nominee giving details of the enquiry, any likely ancillary charges, and, where applicable, general comments on any potential issues. The memo may enclose documents submitted by the enquirer.

The Director of School Resources or nominee must notify the Production Resources Coordinator of their decision. If the use is rejected, the Production Resources Coordinator must promptly inform the enquirer in writing (which may be by email).

If the use is approved, the Production Resources Coordinator must inform the enquirer in writing, (which may be by email) and notify the Marketing Programs and Events Manager. Hire agreements are drawn up for larger requests (i.e. more than one room with a projectionist) and for requests including the serving of alcohol (as there is an indemnity included in the agreement).

The Production Resources Coordinator must send a weekly *External Use of AFTRS' facilities email* to the CEO, all Directors, Security, Reception and any other AFTRS' staff who may be affected by the external use. The email is to provide information about external uses for the week in which it is sent, or the following week.

3. Definitions

ancillary charges charges for services ancillary to the use of AFTRS' facilities, such as audio-visual, projectionist, security and cleaning services.

Authorisation and Distribution

Authorisation	CEO
Date	9 February 2018
Responsible Officer	Director of School Resources
Minor Amendment Authorisation Date	N/A
Contact Officer	Production Resources Coordinator
Effective Date	9 February 2018
Distribution	Intranet; and AFTRS website
Review Date	9 February 2021 i.e. Three years from effective date; earlier or later dependent on external factors such as legislative reform
Current version	Industry and Alumni Support: Facilities Use Procedure v1.3 _9 February 2018
Supersedes	Industry Support: Facilities Use Procedure v1.2 17 May 2016
Associated Documents	Industry and Alumni Support: Facilities Use Policy

