

Hire of Facilities Policy

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1. Purpose

To define the third party use of Facilities at the Australian Film Television & Radio School (AFTRS) and to identify the principles applied to the external use/hiring of AFTRS facilities.

2. Scope

- 2.1. This policy applies to AFTRS Alumni, screen and broadcast industry members and any person or organisation external to AFTRS requesting to use AFTRS' facilities.
- 2.2. This policy does not cover AFTRS Events, Sponsorships and/or Collaborations managed by AFTRS Partnerships and Development or Industry Research unless part of these arrangements is for the use and/or of AFTRS Facilities (refer to 2.7).
- 2.3. This policy does not cover student and graduand use of facilities. For all student and graduand enquiries contact production.coordinator@aftrs.edu.au
- 2.4. AFTRS has a unique relationship with the screen and radio industries. This relationship provides students with access to the work and thinking of the most creative current practitioners and assists AFTRS in fulfilling its functions, including providing advanced industry-focused education and training in the *Australian Film, Television and Radio School Act 1973* (AFTRS Act).
- 2.5. AFTRS has a strong history of support for our Alumni. AFTRS encourages its alumni to use AFTRS facilities to support their creative initiatives and endeavours in the screen and radio industries.
- 2.6. AFTRS' Corporate Plan recognises this important relationship through strategy - 4.7.1 stating the School's commitment to position AFTRS as a leading international cultural centre of excellence and innovation in education for the screen and broadcast industries.

- 2.7. AFTRS recognises its obligation to competitive neutrality in serving all stakeholders including industry, alumni and the community.
- 2.8. AFTRS recognises its commitments to various partners in the use of facilities for in-kind or other agreements that will be specifically addressed in the given partnership agreement.

3. Policy Statement

General Conditions

- 3.1. AFTRS may permit alumni, people and organisations in the screen or broadcast industries or any person or organisation external to AFTRS to use AFTRS' facilities if this use assists AFTRS in meeting its remit as defined in the AFTRS Act, its Strategy and Corporate Plan objectives and is aligned with AFTRS values.
- 3.2. AFTRS will prioritise facility use for core business activities at all times.
- 3.3. Bookings for external parties (inclusive of industry, alumni and others) will only be made once AFTRS award course timetable is locked for the given semester period.
- 3.4. AFTRS Executive or their delegate and the Program and Events Manager may approve an industry, alumni or other request to use AFTRS' facilities. (Refer to Approval of Hires.) The decision for the request will be as per the approval process in the Hire of Facilities Procedure (internal access only), but may take into account any or all of the following:
 - Restrictions placed on building use by the current COVID-safe plan;
 - Whether or not the use assists AFTRS in fulfilling its functions and meeting its remit and Strategy and Corporate Plan objectives;
 - Whether AFTRS students and staff can attend;
 - Whether the requestor is an AFTRS alumnus or industry member;
 - Whether or not the use is for a commercial purpose;
 - Values alignment or the requesting organisation or person with AFTRS values;
 - How the use benefits and/or assists the alumni, industry person/s or entity making the request;
 - Whether approval of the use could adversely affect alternate facilities providers;
 - Whether the use could involve activities AFTRS considers likely to be illegal or inappropriate, to conflict with AFTRS mission, goals or values, or to bring AFTRS into disrepute; and
 - Whether the request is within operational capacity and availability and will impact on AFTRS course delivery or other business activity.
 - The risk inherent in any activities the hirer wishes to conduct on AFTRS premises.
- 2.5. AFTRS reserves the right to cancel any event/use agreement with notice of **5 business days**. Any cancellation notice will be given in writing via email. AFTRS Executive can exercise its discretion and waive hire fees, for example to support non-for-profit activity, or to honour any obligations AFTRS has within a partnership agreement. *Refer to AFTRS Partnerships Policy (Internal Access Only).*
- 2.6. Any hiring parties must follow the directions of AFTRS Staff and Security at all times during the hire period.
- 2.7. AFTRS will not be held responsible for any property lost or damaged at the property during a hire period.

Use of Facilities Principles

- 2.8 When hiring any of AFTRS facilities the following principles apply:
- All activity will be in line with, or contribute to AFTRS remit, its Strategy, Corporate Plan Outcomes and values.
 - Minimise any disruption to core activities of AFTRS.
 - Respect and protect the space, reputation of and values of AFTRS.
 - Prioritise the safety of all patrons, internal or external, at all times.
 - Support AFTRS Alumni and Industry through making its facilities available for use where possible.
 - AFTRS will endeavour to understand the expectations of all partners to deliver an excellent experience and service
 - Any event taking place within the school must be in line with AFTRS First Nations Strategic Plan, including around the use of Indigenous Cultural Intellectual Property.

Hire Fees

- 2.9 The requestor will be liable for all costs associated with the use of the facility. This may include administrative fees, event crew, security, cleaning, technical support and catering.
- 2.10 The cost will be agreed to prior to the event date in the AFTRS Hire Agreement.
- 2.11 Any changes to the event, resulting in amendments to the AFTRS Hire Agreement will be stipulated in email to the requestor.
- 2.12 All hire fees are stipulated in the *AFTRS Facility Rate Sheet*. These prices are subject to change without notice.
- 2.13 For any events incurring a fee in excess of \$1,000 the hirer must pay a 50% deposit up front. This is fully refundable up to 7 business days prior to the event. Any cancellation within 7 business days prior to the event, but more than 3 business days prior will result in the 50% deposit becoming non-refundable to cover AFTRS costs.
- 2.14 Any event cancelled within 3 business days of the event date will be liable for 100% of costs stipulated in the Hire Agreement.
- 2.15 AFTRS Alumni are eligible for a 20% discount of the space hire fee for all bookings. This excludes any hire of "Specialist Spaces." No discount shall be applied to any other element of the fees in the hire agreement.
- 2.16 Members of the Screen and Broadcast industry are eligible for a 20% discount of the space hire fee for all bookings. The qualification of a requestor as an industry member is at the discretion of AFTRS Executive. No discount shall be applied to any other element of the fees in the hire agreement.
- 2.17 Any request for hire of the facilities outside of alumni and industry members will be liable for the full space hire fee. Exceptions may apply where the hire of the space is covered in a broader partnership arrangement.
- 2.18 Hire Fees will be reviewed annually by the AFTRS Executive.

Approval of Hires

- 2.19 The Approval of hires is subject to acceptance by the requestor of the Hire Agreement that will contain relevant fees for a given hire.
- 2.20 For the booking to be considered valid and confirmed, AFTRS requires a signed hire agreement, copy of the hirer's public liability insurance, and confirmed payment of any applicable deposits.

Insurance

- 2.21 Evidence of appropriate public liability cover will be required for all hires. This also includes all hires where the fees are waived.

Risk

- 2.22 Where AFTRS representatives acknowledges there is a shared risk between the hirer and AFTRS, the hirer's obligation to mitigate against and/or remedy the relevant risk will be stipulated in the Hire Agreement or in subsequent Hire Agreement Amendments. Where the requestor does not take responsibility for shared risk, AFTRS reserves the right to cancel the booking as per the cancellation procedure.

Catering

- 2.23 Any hire request requiring catering must use AFTRS internal catering service, Cupcakes and Canapes. If this caterer declines the opportunity the hirer may engage an external caterer. The relevant certificates and insurances of the caterer must be supplied to AFTRS prior to the hire period.

Complaints Handling

- 2.24 Any complaints from a Hire Period can be sent to the AFTRS Program and Events Manager at events@aftrs.edu.au. These will be assessed on a case by case basis and referred to the appropriate Manager or Director as required. Any complaints aim to be resolved within 60 days

3. Responsibilities

Compliance, monitoring and review

- 3.1 Compliance details as indicated in Policy Scope.
- 3.2 The Director of Partnerships and Development is responsible for ensuring the policy and procedure align with relevant legislation, government policy and/or AFTRS requirements/strategies/values.
- 3.3 The Policy is implemented and monitored in accordance with the Policy Framework.
- 3.4 The Policy will be reviewed every three years from the effective date or earlier or later, dependant on external factors such as legislative reform.
- 3.5 At the time of review, the Policy will be evaluated for its continuing effectiveness and revised to reflect the changing policy environment and to address any emerging issues identified.
- 3.6 References in this document to positions and their authority (or delegated authority) to make decisions on specific matters must align with the AFTRS Delegations.

Reporting

- 3.7 AFTRS is required to report total numbers of visitors under its Annual Renewal Declaration. The Program and Events Manager will be responsible for tracking event attendee numbers and reporting this to the Head of Finance annually.

Records management

- 3.8 All records relevant to administering this policy and procedure will be maintained by the Policy and Governance Officer.

4. Definitions

Requestor: Any external party/person requesting hire of a space at AFTRS. This term is interchangeable with 'hirer.'

Alumni: Any person who has graduated from an AFTRS Award course.

Graduand: A student who has completed all coursework and met the requirements for graduation. The graduand period is between the final day of study and graduation.

Industry Member: Anyone working within the screen, broadcast, radio, media, games, VR, XR industry. Whether someone qualifies for this is at the discretion of AFTRS.

Shared Risk: Any risk where both relevant parties are deemed to play a role in the prevention, mitigation and remedy of that risk.

5. Related Legislation and Documents

- The Australian Film, Television and Radio School Act 1973 (AFTRS Act)
- AFTRS Corporate Strategy (Current)
- AFTRS Corporate Plan (Current)
- Hire of Facilities Procedure
- Hire of Facilities Rate Card
- Hire of Facilities Booking Form
- AFTRS Partnerships Policy

6. Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Responsible Officer	Director of Partnerships and Development
Contact Officer	Program & Events Manager
Distribution	Intranet and AFTRS website Staff and Public facing
Next Review Date	01/06/2026 <i>[Indicate the cycle for this document by completing the year. Usually, Policy documents will be reviewed every three years from the effective date, or earlier or later, dependant on external factors such as legislative reform, unless another review schedule is required. The Policy & Governance Officer will complete the rest of the date based on approval dates.]</i>

Approval and Amendment History	Details
Original Approval Authority, Date and Details	CEO, 03/July/2023 — This Policy replaces the Industry and Alumni Support – Facilities Use Policy <i>[This section displays the date the Policy Document received approval from the approval authority. The Policy and Governance Officer will add the date]</i> <i>The 'Original' date refers to the approval of either,</i> <i>(1) a new policy doc, i.e., v1.0, or</i> <i>(2) the comprehensive/scheduled review of an existing policy document</i> <i>This section does not capture Minor Amendment approval dates. They are recorded below]</i>

Amendment History and Date	N/A <DD/MM/YYYY —Amendment detail; DD/MM/YYYY—Amendment detail> [Include the previous approval authority approval dates and corresponding amendment detail. This section ill will expand over time. In the case of a brand new policy doc, insert N/A]
Notes	N/A
Minor Amendment Approval and History	N/A <<DD/MM/20YY — Xxxxx>> <ul style="list-style-type: none"> • [A minor amendment consists of an administrative edit made to the document or a change that is not material to the document. • The Responsible Officer can approve a minor amendment. • Insert the date that the Responsible Officer approved the minor amendment along with the details of the amendment (For example: “01/12/2020 — administrative amendment: update of role titles aligned to restructure”, or insert, if not relevant, N/A [If making a minor amendment, <u>do not</u> amend details in the Original Approval Authority section nor amend the version number, only replace the new minor amendment approval date to the file]