UNION HOUSE RULES

General Information

1. Union House and its facilities are predominantly for the use of students and staff of the University. However, thoroughfares and commercial areas are also open to the public.

2. To determine their rights to use services provided in Union House, students and staff may be asked to show their University identification card. Failure to do so may mean that access is denied.

3. Union House is generally open between the following hours:
   
   Teaching periods:
   • Monday to Friday 7.30 am to 9.30pm
   • Saturday and Sunday 11.30am to 5.30pm
   
   Non-teaching periods:
   • Monday to Friday 7.30 am to 7.30pm
   • Saturday and Sunday closed

   Note that these hours are subject to change and may vary during non-teaching periods.

Conduct in Union House

4. Anyone entering Union House must behave in an appropriate manner. For general guidance, it is not appropriate for persons in Union House to be under the influence of drugs or alcohol, violent, rowdy, or disruptive to other’s personal comfort or freedom to participate in University life.

5. Any MU Student Union Ltd staff member or its representatives, including authorised security patrols, may ask any person who they reasonably believe is behaving in an inappropriate manner to leave Union House immediately.

6. If a person does not leave Union House immediately following that request, action may be taken under the University’s Discipline Statute in the case of a student and, in the case of any other person, security or the Police may be called.

7. Graffiti or defacement of Union House in anyway is prohibited.

8. No smoking is permitted in Union House. Alcohol is only allowed in licensed or function areas.

9. Only pedestrian traffic is permitted in Union House. No animals (except for guide dogs) are allowed.
Advertising and Filming

10. External organisations must not display advertising material in Union House without the permission of MUSUL.

11. Student organisations, clubs, groups and Student Union departments may display posters and notices on the boards provided. Posters and notices must not be placed on the exterior walls, painted surfaces or windows of Union House.

12. Banners are to be displayed only on the banner holders at the east end of the Building and may be booked through the MU Student Union Ltd website at union.unimelb.edu.au/Banners

13. No filming or photography is permitted in Union House without the permission of the Communications and Marketing Manager of MU Student Union Ltd. Any filming or photography authorised by the Communications and Marketing Manager must be consistent with the directions and instructions of the MU Student Union Ltd Facilities Manager.

Organised Student and Vendor Activity

14. Student clubs or organisations must not sell goods, services, products, or tickets in or around Union House without the prior permission of MU Student Union Ltd Information Centre.

15. Student clubs or organisations who wish to set up a table in Union House for any other purpose must arrange to do so by contacting MU Student Union Ltd Information Centre.

16. Student and external individuals or groups who wish to participate in the regular markets in the North Court must seek prior permission from MU Student Union Ltd Activities Department.

17. Rooms for group events / activities can be booked from the MU Student Union Ltd Information Centre or MUSUL Functions Department. Such events are not to be held in common areas or student lounges without the permission of MU Student Union Ltd.

Commercial Tenants

18. Tenants shall ensure they comply with all applicable and relevant Authorities requirements, Legislation, Regulations and Codes of Practice, including but not limited to the following:
   - The Building Code of Australia,
   - Australian Standards, all Statutory Authorities,
   - Health Department requirements,
   - Industrial Relations and Occupational Health & Safety requirements
   - MUSUL and University of Melbourne policies and procedures

19. All external signage must comply with the Union House Signage Policy. No sign, device, fitting, furnishing, ornament, display, or object, which is visible from the exterior of Student Union buildings and in the opinion of the Landlord is incongruous or unsightly or may detract from the general appearance of the Building may be erected, constructed, or maintained by the Tenant in or on the Building.

20. All waste must be disposed of in the on-site receptacles provided.
21. Tenants must not place any items outside of their demised premises without the permission of either the MU Student Union Ltd Facilities Manager or MU Student Union Ltd Commercial Operations Manager. Fire escapes and paths of travel to exits, both inside and outside of the tenancy, must be kept clear at all times.

Lowan Sist
Chief Executive Officer
MU Student Union Ltd

Date: 25 March 2009