Union House
Rules

UMSU
UNIVERSITY OF MELBOURNE
STUDENT UNION

ABN 78 125 531 707

Union House room and venue bookings are made in accordance with the **MUSUL Venue Management Policy** and the **MUSUL Venue Management Procedure**. The use of rooms must be in accordance with the Venue Management Policy and Procedure, and with the Terms and Conditions set out herein.

Access

Union House rooms and venues can be accessed during building hours. After-hours access may only be permitted with the permission of MUSUL, and may incur a cost.

Advertising

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

Affiliated clubs and societies and organisations may display posters and notices on the boards provided. Posters and notices must not be placed on the exterior walls, painted surfaces or windows without the permission of MUSUL.

Alcohol

Alcohol served in Union House must be in accordance with the Victorian Commission for Gambling and Liquor Regulations. The provision and serving of alcohol without a valid licence is prohibited in Union House.

MUSUL may provide and serve alcohol in designated red zones of Union House under MUSUL Liquor Licence 32237263.

http://www.vcglr.vic.gov.au/home/laws+and+regulations/

Cleaning

The room or venue booker is responsible for the maintenance and preservation of the venue in 'good order'. Room and venue bookings which are large or failure to maintain facilities in 'good order' may incur cleaning charges.

Common Areas

Rooms and venues can be booked through UMSU Information Centre. Events are not to be held in common areas or student lounges without the written permission of MUSUL.

Electrical

Limited access to power is available. All electrical equipment, (including power boards and leads) must display a current tag of inspection compliance (must be tagged and tested by a qualified electrician AS/NZS3760:2001), or be in new, sealed packaging.

Where leads cross pedestrian areas, they must be run overhead or covered by cable covers to prevent trip hazards.

Evacuation

Union House evacuation procedures are located throughout the building. Please familiarise yourself with Union House emergency evacuation procedures. The 'beep beep' siren indicates standby for evacuation. The 'woop woop' siren indicates immediate evacuation.

In the event of an emergency evacuation please follow directions of the fire warden in your area, identified by a yellow hard hat.

Exits

Exits must be left clear at all times. Event activities must not obstruct doorways or pedestrian walkways.

Filming and Photography

Any filming or photography within Union House, including North Court must comply with University of Melbourne copyright and release policies.

http://www.unimelb.edu.au/copyright/information/fastfind/photofilmpeople.html

First Aid

Union House operates a first aid attendant roster during business hours, located on the ground floor, at the Information Desk. For all other areas security staff can be contacted on campus and are first aid trained.

Please report all injuries, accidents and near misses to security.

Food

Please observe food handling regulations. If serving food, you must hold a Safe Food Handling Certificate. All food must be stored in food-grade quality containers, at appropriate temperatures.

http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx

Insurance

Room and venue bookers are liable for themselves and any attendees. They should hold public liability insurance and must provide a copy of the "certificate of currency" upon request.

Occupational Health and Safety

The University of Melbourne OH&S Policy (MPF1205) applies to Union House. Room and venue bookers may be required to complete Risk Management forms for events that may be hazardous.

http://safety.unimelb.edu.au/tools/risk/assessment/

Security

Security is located on the ground floor of Union House, and operates during building open hours.

Room and venue use that is outside normal building hours, is large, serves alcohol or may be hazardous may be required to hire additional security for the event.