

## Brian Kenyon Student Space – Venue Hire Policy

*For 26 years Brian Kenyon was the confidante, personal taxi driver and security chauffeur for thousands of students and staff at ANU.*

*Every night in all those years, Brian's Bus picked up as many as 23 passengers at a time and dropped them off around campus, and as far away as Fenner Hall.*

*In his time at ANU, Brian travelled more than 280,000 kilometres, drove for 24,000 hours and safely carried more than 400,000 students to their destination.*

*The Brian Kenyon Student Space (BKSS) is named after him, to thank him for his years of service, to ensure that all students have a safe space on campus to relax and access services.*

### Overview

The BKSS space is available for student clubs and societies to use for events and meetings.

The following policy sets out ANUSA's rules on hiring the space and the expectations accompanying its hire.

### Scope

The following policy applies to any person seeking to hire the BKSS venue, including employees of the Association, representatives of the Association, students, the University, and members of the public.

### Policy Statement

#### **Booking**

All booking requests must go through the BKSS staff. They can be contacted on [sa.studentspace@anu.edu.au](mailto:sa.studentspace@anu.edu.au). The venue must be booked a week in advance of an event. It is at the discretion of the BKSS staff if they will accept late bookings. Bookings are first come first served – there is no privilege for ANUSA or PARSA staff or representatives for bookings. However, if there are multiple groups wanting to book the space at the same time, the BKSS staff may try to negotiate the best outcome for both groups.

All ANU related groups need to complete an F&S Function on Campus form for all on campus events events. You can find the form at:

[https://services.anu.edu.au/files/guidance/Application to hold a Function on Campus %20January 2017.pdf](https://services.anu.edu.au/files/guidance/Application%20to%20hold%20a%20Function%20on%20Campus%20January%202017.pdf) If your event has not been approved you CANNOT book the BKSS. If your approval is currently being processed you will be able to make a placeholder booking for the venue but you will need to notify the BKSS Managers when approval is given to ensure you can actually hire the space.

During the teaching breaks when the BKSS is not staffed, booking will be managed by the ANUSA and PARSA administrative assistants. This will be reflected in an autoreply from the BKSS email.

### ***Use of the BKSS***

The BKSS can only be booked within operating hours (8am-8pm Monday to Friday). It is at the discretion of the BKSS staff if bookings past 8pm at night will be allowed.

It is expected that groups do all their own set up and pack down for the event. The BKSS staff are not expected to help in set up or pack down of events. It is expected that the space is left in the same condition in which it is found.

Any damage or excessive mess left behind will incur charges that will be charged to the group who utilised the space.

### **Terms and Condition Summary**

1. Venue Hire must be booked a week in advance of an event. It is at the discretion of the BKSS staff if they will accept late bookings.
2. The BKSS staff reserve the right to refuse hiring of BKSS space to any group that
  - a. does not have F&S approval,
  - b. has not provided complete and correct contact information for two people involved in the event
3. The venue must be clean and undamaged on conclusion of the event.
4. If damage or excessive mess is caused, the costs will be charged to the hiring group. If this cost is not paid within three weeks of damage, the equipment repair is not paid for by the Club or Society within three weeks of damage, ANUSA reserves the right to not loan equipment or hire the BKSS to that group again.
5. The hiring group must ensure it uses the space in a manner that is consistent with health and safety.
6. The hiring group must ensure that it holds any licences or authorisations relevant to the hire and that use of the space complies with law.
7. The hiring group complies with the ANU Liquor Statute, where relevant.