

Brian Kenyon Student Space – Equipment 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, and to ensure all students have a safe space on campus to relax and access services.

Overview

ANUSA hires out a range of equipment from the BKSS for student clubs and societies to use for events that benefit ANU students, including marquees, chairs, tables, and AV sound equipment. The full list of equipment is available on our website at:
<https://anusa.com.au/services/equipmenthire/>

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

Scope

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

Policy Statement

Booking

All equipment must be booked using the form available on the ANUSA website at <https://anusa.com.au/services/equipmenthire/>. Equipment 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 same equipment at the same time, the BKSS staff may try to negotiate the best outcome for both groups.

All ANU related groups need to have approval from the relevant booking authority to host an event on campus. F&S approval for events on campus. This approval can be sought in the following ways:

1. For events on campus, approval comes from F&S. Approval can be sought by filling in a Function on Campus form:

[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)

- For events in the Pop Up Village, the following form needs to be filled out: <http://pop-up.anu.edu.au/venues-hire>. This form is for both venue hire and F&S approval.
- For events in a residential hall or college, hall approval is sufficient for equipment hire (eg. UniLodge approval for UniLodge events)

If your event has not been approved you cannot hire ANUSA Equipment. If your approval is currently being processed you are able to make a placeholder booking for equipment but you need to notify the BKSS Managers when approval is given to ensure hiring is possible.

For events held off campus, groups must have adequate transport provisions and storage provisions if equipment will be hired overnight or over the weekend. The BKSS staff reserve the right to refuse equipment hire for events that do not benefit ANU students.

Hiring equipment

Equipment must be picked up and returned during working hours, which is 8am – 8pm Monday to Friday. Depending on the equipment you are hiring, the BKSS staff reserve the right to refuse equipment hire to any group that does not have adequate transport provisions, or storage provisions if equipment will be hired overnight or over the weekend.

Groups are responsible to check for any damage to the equipment when they pick it up – if there is any damage, it should be noted on the deposit receipt and witnessed by the BKSS staff.

Individuals should expect picking up and returning the equipment to take up to 15 minutes each time. If you have not used the sound equipment before, you will need to allow an additional 20 minutes for the staff to explain how to use the equipment safely.

Deposit amounts

Equipment	Groups affiliated with Student Clubs Council (fully refundable on return of equipment)	ANUSA and PARSA groups (Departments, Committees, Representatives hiring for ANUSA or PARSA purposes)	External Groups including ANU divisions (50% refundable on return of equipment)
Tables, chairs, marquees	\$50	\$0	\$50 (\$25 refundable)
Sound Equipment (excluding electronic decks)	\$100	\$0	\$100 (\$50 refundable)
Sound Equipment (including electronic decks)	\$200	\$0	\$200 (\$100 refundable)
BBQs	\$50*	\$0	\$50 (\$25 refundable)
Gas Bottles	Free for the first 2 hours, \$20 per subsequent hour* (non-refundable)	\$0	\$20 per hour hired (non-refundable)
Other Equipment	At the discretion of the BKSS staff		At the discretion of the BKSS staff

* Only applies outside of Universal Lunch Hour

Groups will be issued with a deposit receipt, on which any damage to the equipment will be recorded by the BKSS staff or by the hiring group and witnessed by the BKSS staff.

Returning Equipment

On return of the equipment, the BKSS staff will check that all items are in good working condition. If any items are found to be damaged, the hiring group is responsible to pay for its repair or replacement. Deposits will only be returned when the item has been repaired or replaced. If the equipment repair is not paid for by the hiring group within three weeks of damage, ANUSA reserves the right to not loan equipment again to that group.

The person hiring the equipment is responsible for returning the equipment on time. You must return the items during business hours, before the agreed time and to the location of pick up. Should equipment not be returned by the agreed upon time, ANUSA reserves the right to ban the hiring group from borrowing the equipment, either with a time period, or for the remainder of the year.

Deposits will only be returned when the bond receipt is shown.

Terms and Condition Summary

1. Equipment 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 any equipment to any group that
 - a. does not have approval from the relevant authority (eg. F&S),
 - b. does not have adequate transport provisions,
 - c. does not have adequate storage provisions,
 - d. has not demonstrated the ability to use the equipment safely or
 - e. has not provided complete and correct contact information for two people involved in the event
3. The person hiring the equipment is responsible for ensuring they have the necessary training to safely operating the equipment, where relevant and otherwise ensure that the equipment is transported and operated in a manner consistent with health and safety at all times.
4. Only affiliated Clubs & Societies, or ANUSA and PARSA groups, are entitled to free ANUSA equipment hire.
5. A deposit will be required for all hires, amounts listed above.
6. The hiring group is responsible for checking that all items are in good condition before hire.
7. If any items are found damaged on return without a note of that damage on the deposit receipt and witnessed by the BKSS staff, the hiring group is required to pay for its repair or replacement. Deposits can be returned only after items have been repaired or replaced. If the equipment repair is not paid for by the group within three weeks of damage, ANUSA reserves the right to not loan equipment again to that group.
8. The person hiring the equipment is responsible for returning the equipment on time. Should equipment not be returned by the agreed upon time, ANUSA reserves the right to ban the group from borrowing the equipment, either with a time period, or for the remainder of the year.