

Club Space – Operating Hours and Conditions of Use

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OPERATING HOURS

Club Space Operating Hours

Monday-Friday

8:30am – 6:00pm

All Other Hours

Via prior booking only

Open Access Hours (communal club use)

Monday-Friday

11:00am - 2:00pm*

All Other Hours

No open access, use of space via booking only.

*The Club Space will be considered Open Access between 8:30am-6:00pm where otherwise unbooked.

Booking Hours (exclusive use)

Monday-Friday

8:30am – 11:00am

2:00pm – 6:00pm

All Other Hours

Subject to approval.

CLUB SPACE CONDITIONS

Conditions for booking and use of the Club Space

A. Access to the Club Space

1. The Club Space may only be used for club-related activities as sanctioned by the club.
2. Booking of the space will only be made available to clubs who are financially or non-financially affiliated with the Flinders University Student Association (referred to in this document as the 'Association') or Flinders One.
3. Where a room booking is made for a club, the Club must be affiliated with the Association or Flinders One at the time of booking and on the date of the event, activity or meeting.
4. Access on weekends will be via booking only.

B. Conditions of Booking

1. Bookings of the Club Space must be directly related to club activities.
2. Bookings of the Club Space may be made via members of the Club Executive or Committee only.
3. Bookings must be requested via the [Event, Stall & Activity Registration Form](#) at least two business days before the requested booking.
4. Minimum notice may differ depending on event requirements, such as food handling, consumption of alcohol, use of electrical appliances, etc. Refer to the [Event, Stall & Activity Registration Form](#) to determine if further notice is required.
5. The user must not under any circumstances book the space on behalf of an external company, contractor or any other third-party (including other clubs, groups of students who are not members of the club, and individuals).

6. If an external company or contractor is assisting with a club-managed event, the user must provide these details in the Event, Stall & Activity Registration Form. The Association will determine if this is permissible.
7. All bookings are subject to approval of the Association. Approval is at the complete discretion of the Association, and decisions to approve or reject room bookings are final.

C. Conditions of Use

1. Users who have booked the room must have a copy of their Booking Confirmation on hand (this can be a hard copy or on a mobile device).
2. Users must adhere to their approved booking times, and must respect the bookings of other users.
3. Open Access Hours are open for communal use. No user may prevent access to other users during these times.
4. Users must comply with Flinders University Policies, By-Laws and Procedures, including (but not limited to) Work Health and Safety Policies and the Clubs and Societies Regulations of the Association.
5. User must leave the room in a tidy condition. Rooms left in an unclean condition may attract a cleaning fee starting from \$50. The user will be held responsible for damage to the room that occurs in the course of their booking.
6. Clubs may charge an attendance or participation fee for their event to cover costs and/or to fundraise for the club or registered charities in the [ACNC Charity Register](#) only. Clubs must disclose the amount of their attendance or participation fee at the time of making the booking. The Association will determine whether the booking may proceed.
7. Bookings can be made up to a semester in advance.
8. Clubs are limited to a total of 4 hours of booked Club Space use per week, unless otherwise negotiated with the Clubs and Events Officer (dependent on availability).
9. If the club requires more than 4 hours per week of room space, other rooms are available for booking within the Bedford Park and Tonsley campuses. The club can request access to these spaces via the [Event, Stall & Activity Registration Form](#).

10. Cold food and light snacks can be consumed in the Club Space, however users must tidy up after themselves.
11. Hot food is not permitted for consumption within the Club Space at any time.
12. The cooking or preparation of food within the Club Space is not permitted at any time.
13. Clubs who wish to consume liquor within this space must apply for and obtain a [Permit to Consume Alcoholic Liquor on University Premises](#) prior to submitting their booking request.
14. Clubs who do not comply with these Terms and Conditions may have their booking rights suspended for up to twelve months, at the discretion of the Association.

