

GUIDELINES FOR APPLICANTS SEEKING TO HIRE THE WOODWARD CONFERENCE CENTRE

Hire of the Woodward Conference Centre is subject to the following Guidelines.

In considering applications for the hire of the Woodward Conference Centre, the University must –

- ensure safe and efficient use of the Centre;
- protect the physical state and value of the Centre;
- protect and enhance the University's academic, community and commercial reputation and interests; and
- minimise disruption to the University's core activities.

Applications will be considered favourably if they –

- have a high profile; and
- positively promote the University.

The Centre will not be available for –

- student-run events;
- regular periods of hire;
- weekend hire;
- conferences, functions or events that promote the use of alcohol, tobacco or promote armaments or the sex industry;
- conferences, functions or events which may or are likely to cause a risk to the safety of persons or damage to property;
- conferences, functions or events in which any person involved as presenter, attendee or organiser is likely to cause a risk to the safety of speaker, visitors or other or damage to the University's reputation or property; or
- conferences, functions or events which would interrupt teaching, research and learning activities of the University.

The University may for any reason whatsoever and without written or verbal explanation, refuse any application for use of the Centre.

Security

For security reasons, access to the Centre will only be provided to nominated University staff.