

# Space Planning Procedure - Booking and Usage

## Section 1 - Background and Purpose

- (1) The Procedure defines and communicates guidelines governing the classification, request, approval, booking, use and costing of space to staff, students, internal clients and external clients as mandated by the Space Planning Policy.
- (2) The allocation and use of all University space must support the needs of users and the goals of the University.
- (3) The Infrastructure and Operations Group are responsible for the planning and allocation of space.
- (4) Student Administration are responsible for developing and implementing the academic timetable and determining the space requirement of core business.
- (5) Spaces will be defined as Central Space, and may be booked by staff, students, internal clients and external clients.
- (6) The Student Administration Division is responsible for the administration of the central booking process including bookings by external clients and the Book La Trobe System.

## Section 2 - Scope

- (7) Applies to:
  - a. Staff
  - b. Students
  - c. Internal Clients
  - d. External Clients

## Section 3 - Policy Statement

- (8) Refer to the [Space Allocation and Use Policy](#).

## Section 4 - Procedures

### Part A - Classification of Space

- (9) Student Administration allocates space for teaching activities in the University timetable in accordance with the [Timetabling of Teaching Space Policy and Procedure](#).
- (10) Student Administration will administrate the booking of Central Space via Book La Trobe.

(11) Central space (when not utilised for academic activity scheduled in Syllabus Plus) and other spaces not subject to an approval process or other regulatory restrictions will be classified as General Space.

(12) Central Space where access is subject to specific professional, legal and/or regulatory requirements will be classified as Restricted Space.

(13) Central Space where access is subject to approval by an appointed Responsible Officer will be classified as Reserved Space.

(14) Central Space available for functions, events and other explicitly non – academic uses subject to approval from Student Administration will be classified as Functions and Venue Space.

(15) Infrastructure and Operations will be responsible for the classification and periodic review of space detailed above.

(16) Student Administration (specifically the Student Operations Group) will be responsible for the administration of Functions and Venue Space.

(17) Student Administration will determine and publish venue hire rates applicable to internal clients and external clients for commercially chargeable space on the relevant intranet page and web gateway.

(18) Academic organisational units and administrative divisions providing services directly or through a contract arrangement attached to spaces through the Book La Trobe system will determine the rates applicable.

## **Part B - Requests for Space**

(19) Staff may request meeting rooms and teaching space(s).

(20) Learning Space is informal learning space and is restricted to students only.

(21) Students are not permitted to book central meeting rooms.

(22) Internal Clients are permitted to request meeting rooms, teaching space(s) and functions and event space(s).

(23) External Clients are permitted to request meeting rooms, teaching and learning space(s) and functions and event space(s). The University has the right and responsibility to determine the terms and conditions upon which it shall permit the use of university land and facilities.

(24) Requests by staff and internal clients for general(including with approval) space(s) subject to the above restrictions, are made through the Book La Trobe system, which can be accessed through Outlook or the internet and must comply with the [External and Invited Speakers on Campus Policy](#).

(25) Requests by students will be made via a web form administrated by Student Administration.

(26) Requests by internal clients for functions and venue space(s) and all requests by external clients will be made via a web form administrated by Student Administration.

## **Part C - Approvals for Space**

(27) Requests for general space (and associated services) by staff and internal clients will be automatically approved by the Book La Trobe system subject to the [External and Invited Speakers on Campus Policy](#).

(28) Requests for general space (and associated services) by students are subject to approval by a Book La Trobe Officer. The Book La Trobe Officer in accordance with set criteria including the [External and Invited Speakers on](#)

## [Campus Policy.](#)

(29) Requests for general with approval space (and associated services) by staff and internal clients are subject to approval by a designated Responsible Officer. The request may be approved or declined at the discretion of the appointed Responsible Officer in accordance with set criteria.

(30) Requests for general with approval space (and associated services) by students are subject to approval by both a designated Responsible Officer and a Book La Trobe team member. The request may be approved or declined at the discretion of the Book La Trobe Officer in accordance with set criteria.

(31) Requests for functions and venue space by internal clients will be made via the web form and are subject to approval by Student Administration dependent on the intended use of the hired space(s) and provisions of the [External and Invited Speakers on Campus Policy](#).

(32) Requests for general space by external clients made using the web form are subject to approval by Student Administration.

(33) Requests for general with approval space by external clients will be made using the web form are subject to approval by Student Administration and the appointed Responsible Officer.

(34) Requests for functions and venue space by external clients will be made via the web form and are subject to additional Terms and Conditions as determined and administrated by Student Administration dependent on the intended use of the hired space(s).

(35) Where requests for general (including with approval) space require approval, Student Administration and (where applicable) the appointed Responsible Officer will approve or decline the request and notify the applicant within 24 hours.

## **Part D - Bookings for Space**

(36) Staff, students and internal clients are permitted to access hired space(s) approved by Student Administration and the relevant Responsible Officer subject to adherence to all relevant LTU Policies and Procedures.

(37) External clients are permitted to access hired space(s) approved by Student Administration, the Book La Trobe team and/or the relevant Responsible Officer subject to adherence to general Terms and Conditions, any determined specific Terms and Conditions and any stipulated LTU Policies and Procedures.

(38) Student Administration may retain deposit or in full payment amounts for any changes to the resources or services bookings by staff, students or internal clients.

(39) Student Administration may retain deposit or in full payment amounts for any changes to the resources or services bookings by external clients as per the Termination, Cancellation or Postponement Clause of the Hired Space(s) Agreement.

(40) Where changes in space allocation or access controls require an existing booking to be changed or cancelled, the relevant Responsible Officer will advise the staff, student, internal client or external client affected as soon as practicable. Deposits made on such cancellations will be refunded in full where a mutually agreeable alternative arrangement cannot be made.

## **Part E - Appropriate Use of Space**

(41) Staff, students, internal clients, external clients and any associated hired space(s) occupants must comply with any reasonable directions from University and security staff.

(42) The conduct of staff, students and internal clients is governed at all times by the University's Policies and Procedures.

(43) The conduct of external clients and any associated hired space(s) occupants is governed at all times by the general Terms and Conditions, any determined specific Terms and Conditions and any stipulated LTU Policies and Procedures.

(44) Unless otherwise agreed, clients will not be permitted to access the venue before the agreed hire start time and must vacate the venue by the agreed venue hire end time.

(45) Requests for early access and/or booking extensions may incur additional charges at the discretion of the appointed Responsible Officer or Student Administration.

(46) The client must identify an authorised representative who will ensure that all occupants are aware of emergency procedures and that all emergency exits remain unobstructed for the duration of the hire period.

(47) On vacating the space the users must ensure that the hired space(s) are restored to their original condition as defined in this document and the La Trobe's Rights Clause of the Hired Space(s) agreement.

(48) Any damage to the hired Space(s) or resources is to be reported to clients and will incur additional charges for damage to spaces or resources.

## Section 5 - Definitions

(49) For the purpose of this Procedure:

- a. Archibus: A suite of facility and infrastructure management software applications linked to the AutoCAD drafting system for the storage, analysis and reporting of data relevant to University Space.
- b. Book La Trobe System: An online gateway and service model to support students, staff and external clients identify and book space for study, meetings, events and other approved uses.
- c. Central Space:
  - i. General Spaces - meeting rooms are part of central space. Some spaces include fixed resource/amenities like video conferencing, LCD screens, whiteboards etc.
  - ii. Restricted Spaces - is restricted to the users responsible for these purpose built areas of secure functions in these areas e.g. Children's Centre.
  - iii. General with approval spaces (space with approval) - rooms will need approval for general use.
  - iv. Functions and venue spaces - managed by Student Administration and have financial charges applicable to hosted space and services in these spaces. (Commercially chargeable space)
- d. External client(s): any individual, company, organisation or similar not established under the [La Trobe Act 2009](#) or any subsequent revisions.
- e. Internal client(s): the Colleges, departments, divisions, centres, units, schools and institutes of the University (however designated) that the Council from time to time specifies under the [La Trobe Act 2009](#) or any subsequent revisions.
- f. Meeting Room(s): space designed to be utilised by administrative staff for meetings, presentations and other ad hoc purposes.
- g. Original condition: the exact state the hired Space(s) immediately prior to the commencement of its hire including any trees, plants and garden beds within or attached to the hired Space(s).
- h. Resources: additional services available in conjunction with spaces, including but not limited to AV Facilities, catering, etc

- i. Responsible Officer: a staff member responsible for controlling access to particular spaces subject to internal or external legislative, regulatory or compliance requirements outside the general or any specific Terms and Conditions administrated by Student Administration.
- j. Staff: any person employed or contracted by the University.
- k. Student: a person enrolled at the University in a course leading to a degree or other award or a person who is designated as a student or is of a class of persons designated as students by the Council.
- l. Teaching and Learning Space(s): spaces designed to be utilised for teaching and learning activities.

## Status and Details

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