Seminar and Training Rooms

CONTRACT

WWW.LIB.UTS.EDU.AU

UTS LIBRARY: FACILITIES

1. This Contract must be signed and returned to Corporate Services at the Blake Library (City Campus) or to the Kuring-gai Library Manager at the George Muir Library (Kuring-gai Campus) by the requested date. The return of the signed Contract will confirm agreement by the Hirer to all the Terms and Conditions of Use, including those in Facilities Use Codes.

2. Where charges apply, the Contract must be accompanied by payment in full.

3. Bookings are not confirmed until the UTS Library receives a signed Contract accompanied, where applicable, by the hire fee.

4. The UTS Library staff have exclusive rights to the Lecture, Seminar and Training Rooms in the UTS Library at certain times of the year. At all times UTS Library Staff will take precedence over non-UTS Library applicants in the use of these rooms and Computer Access Labs.

5. In the case of major functions where the Governor-General, Ministers of the Crown or similar dignitaries are to attend, the University reserves the right for the Chancellor, Vice-Chancellor or other nominated staff to receive them.

6. All catering is the responsibility of the Hirer or User, including setup and cleaning. Food and catering can be arranged by the Hirer through the University Union or other external caterers. Details of catering arrangements must be provided to Corporate Services at the Blake Library (City Campus) or to the Kuring-gai Library Manager at the Kuring-gai Campus Library. Library Corporate Services staff are able to provide contact details for caterers.

7. Rooms must not be used by a third party without receiving prior written permission from the UTS Library. Consent from the UTS Library for this arrangement will only be granted where the Hirer or User has agreed to the sharing of the facility.

8. If the Hirer or User fails to observe any of the above conditions, the UTS Library is at liberty to cancel the booking forthwith and where relevant, shall not be obliged to refund any portion of hiring charges already paid.

9. Cancellations and refunds.

   A full refund will be given if written notification is received 15 working days prior to the commencement of the booking period.

   50 per cent refund will be given if written notification is received 10 working days prior to the commencement of the booking period.

   No refund will be given for cancellation notices received less than 10 days prior to the booking period.

I have read and understood the above conditions and as the person responsible and with authority, undertake to use UTS Library spaces and facilities on these terms and conditions.

Signed date: ____________________________

Name: ________________________________

Position: ______________________________

Company: ______________________________

Signature: _____________________________