The Guild supports the activities of Guild Departments and through Societies Council, affiliated clubs. This support for all departments and many clubs includes room space as a resource. The Guild is committed to continuing this support and will endeavor to continue this support with concern to the management and sustainability of such resources.

The right to access Guild rooms is endorsed for Guild Departments in Guild Policy (GC 94/5). Those clubs who are provided with a space within the Guild are required to complete a tenancy agreement through Societies Council. This policy outlines the procedures for enabling access to Guild rooms.

1. **GUILD ROOM ACCESS FOR DEPARTMENTAL OFFICERS**

   - Upon election, Departmental Officers will be issued with one key to their room.
   - The key will be issued through Guild Finance and a $20.00 deposit will be required.
   - Any loss of key must be reported as soon as possible to Guild Finance and the Department will be responsible for the costs of purchasing and installing a new barrel and two new keys.
   - Other elected representatives of the Department will be required to access Guild Rooms as outlined in point 3 of this policy.
   - Departmental Officers will need to ensure that other students requiring access to the Guild Room have completed a Guild Room Access Registration Form and that these have been lodged with Guild Reception.
   - Departmental Officers should ensure that they outline rules of room use to students approved for access to the room.

2. **GUILD ROOM ACCESS FOR CLUB PRESIDENTS**

   - After being granted access to a club room for the first time, or upon election of new office bearers, Club Presidents are required to sign a tenancy agreement with the Guild Societies Council (please refer Club Handbook).
   - A copy of this tenancy agreement must be presented to Guild Finance and a key will be issued with a $20.00 deposit.
   - Any loss of key must be reported as soon as possible to Guild Finance and the Club will be responsible for the costs of purchasing and installing a new barrel and two new keys.
   - Other elected representatives of the Club will be required to access Guild Rooms as outlined in point 3 of this policy.
   - Club Presidents will need to ensure that other students requiring access to the Guild Room have completed a Guild Room Access Registration Form and that these have been lodged with Guild Reception.
   - Club Presidents should ensure that they outline rules of room use to students approved for access to the room and inform them as to the Club’s responsibilities under the tenancy agreement.
   - A member of the club executive must be present whenever the room is open.
3. GUILD ROOM ACCESS FOR OTHER STUDENTS

- All other students are able to obtain a key to a Guild Room through the Guild Receptionist in the Guild Student Centre.
- Any student wishing to access a room will need to have completed and lodged a Guild Room Access Registration Form with Guild Reception (with exception of the MAPS, Womens, and ASID which are designated as open to all students).
- Any student wishing to access a room will need to be a Guild Member and to leave their student card with Guild Reception until the key is returned (with exception of the MAPS, Womens, and ASID which are designated as open to all students).
- Any loss of key must be reported as soon as possible to Guild Finance and the Club/Department will be responsible for the costs of purchasing and installing a new barrel and two new keys.

4. CONDITIONS OF USE FOR GUILD ROOMS

Rooms are allocated to Clubs by application to the Guild on a yearly basis and to Departments on a permanent basis (subject to accommodation planning). These rooms are provided with an undertaking by the Guild to:

- Manage and operate the building in a professional and competent way;
- Ensure that any rules for the proper management and security of the building will be advised to Departments and Clubs;
- Keep the common areas of the Building clean, tidy, and in reasonable condition having regard to its age and use and resource availability;

Students accessing a Guild Department or Club Room:

- Are advised that the Department/Club will be responsible for any costs associated with the room (e.g. Phone charges, infringements etc) and they should discuss any possible expenses or charges with the Club/Department Officer;
- Occupy, use and carry out work in the premises at their own risk. The Guild of Undergraduates will not be liable to any action or demand due to any damage, loss, injury, or death, occurring except to the extent that the Guild causes this by their act, omission or negligence;
- Agree to comply with all laws, including liquor licensing laws, which apply to the premises, the use of the premises or the lease, including but not limited to the statutes and by-laws of the University;
- Agree to notify the Guild as soon as possible about any accident or problem concerning the building, especially where it might pose a danger or risk to any person or the Building or give rise to an insurance claim or adversely affect any insurance cover;
- Must not act in any way that is, or may be, dangerous, annoying, or offensive, or that may interfere with other tenants or people in the Guild Building or adjacent buildings.
- Must ensure that the room is left secure and protected from theft.
- The Guild Executive reserves the right to suspend access to a Guild Room at any time.