

Hire Rate Guidelines for UCOL Facilities

The rates in the table below are provided as a guideline for FM staff. Actual rates applied will be authorised by the Campus Facilities Manager, Campus Manager and Director, Facilities and Risk Management. Client Type 1 can be approved by the Chief Executive or Deputy Chief Executive as specified.

Facility Type/Size	Half Day	Full Day	Weekend	Evening
Class Room Small/Medium (<60 Seats)	\$100	\$200	\$300	\$300
Class Room Large (70-110 Seats)	\$150	\$300	\$400	\$400
PC Lab (15-30 Seats)	\$300	\$600	\$700	\$700
Atrium-Learning Hub < 100 attendees	\$400	\$800	\$1000	\$1000
Atrium-Learning Hub > 100 attendees	\$500	\$1000	\$1200	\$1200

Notes on the above:

- All base rates are exclusive of G.S.T.
- Bulk discounts available for bookings requiring multiple rooms.
- Half day is up to 4 hours, between 8am and 5pm any weekday.
- Full day is 5-9 hours, between 8am and 5pm any weekday.
- Weekend is 8am to 5pm either Saturday or Sunday, per day rate.
- Evening is 5pm to 11pm any day of the week, per day rate. Rationale for additional cost is additional costs to run in evening e.g. lighting, security.
- UCOL is closed on public holidays and not available to book.
- Weekend/Evening incur extra security costs which are included.
- PC Labs almost always require IT support, and this cost is included.
- If there are to be more than 100 attendees then UCOL has to provide fire wardens, and this cost is included.
- Atrium-Learning Hub hire includes access to the area on weekends or evenings. Students may also be using the area at the time. Exclusive access to the area can be arranged with prior notice.
- If specialist software is required to be installed on PCs, UCOL IT will quote cost and whether they will perform the installation upon request.

Client Type for Determining Rate Level

Client Type 1

No charge, direct expenses may be charged (cleaning, security, furniture shifts)

Client Type 2

50% of rate, direct expenses included in rates as above

Client Type 3

100% of rate, direct expenses included in rates as above

Client Type 1

- Special purposes as approved by the CE/DCE.
- Bodies directly connected with UCOL.
- UCOL recognised clubs or societies (includes affiliated clubs).
- Student Association.
- Staff Association.
- Meetings of public or community interest.
- Lectures/seminars/meetings organised by UCOL departments/faculties on behalf of professional associations or societies, where a registration-fee is not charged.

Client Type 2

Non-profit and charitable activities (registered on the charities register) such as:

- Service organisations.
- Teachers associations.
- Religious groups (not for profit)
- Lectures/seminars/meetings organised by UCOL departments/faculties on behalf of professional associations or societies, where a registration-fee is charged to recover costs.

Client Type 3

- Business firms.
- Professional associations or societies for conferences/seminars where a registration fee is charged.
- Political or religious groups (for profit).
- Government departments and educational institutions.
- Others.