

Policy title	Hire of TLC Facilities by Non-Enrolled People
Policy area	Operations
Policy available for Students – yes/no	Yes
Policy detail	<p>Facilities at The Learning Connexion campus may be hired for use by non-enrolled TLC people at a rate of \$20 per half day or \$40 per day.</p> <p>This includes graduates as well as people who can demonstrate that they have the relevant skills to use the studio/area and equipment safely and competently.</p> <p>The following conditions must be met before the facility may be hired.</p> <ol style="list-style-type: none"> 1. General proposal sent to Strategy for discussion/approval. Approval also required from tutor of area requested – i.e. the hirer will not displace any other enrolled student. 2. Hirer must be able to demonstrate to a TLC staff member (tutor) that they are competent/safe users of the equipment they are wanting to use. 3. Hirer must pay for facilities hire, at the Materials Shop, before using the studio. Additional charges may apply for use of equipment/consumables. 4. A TLC staff member will liaise with the hirer to ensure equipment noted in the proposal is available, in good working order and is returned in the same condition. 5. Hirer to sign in at reception on arrival and sign out on departure 6. Hirer to sign 'Contractor's Health and Safety agreement' before using studio. 7. Hire of facilities during term breaks – an access card is required. Only possible if a TLC staff member available to liaise with hirer.
Related Procedures	
Date Created	12/12/12
Review Dates	1/12/13/April 2018
Next review date	April 2020
Links	<p>General Proposal form</p> <p>Facilities Hire Agreement Form</p> <p>Contractors agreement</p> <p>Health and Safety Policy</p>

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