

Terms and Conditions

Morwell Innovation Centre (Facility and Meeting Room Hire) **Applicable to bookings made directly, or via a membership subscription.**

Dear Guest,

Thank you for your meeting room or workspace booking. We look forward to hosting you at The Morwell Innovation Centre (MIC). Hirers and Members are expected to comply with all Terms and Conditions as outlined below.

Please note:

- A 'booking' is classified as each session booked on a day at the MIC, whether that be a half day (4hrs) or full day (8hrs) booking. A group of bookings made for a series of sessions across a number of days, constitutes individual bookings for each session.
- For Day Passes, the pack of 5 or 10 passes can be purchased by a single organisation, with the passes used by any employee of that organisation.

1. Cancellation of Booking Dates for Meeting Room Bookings

- a) All cancellations within 48 hours of a scheduled booking date will be charged 100% of the cost, no refund will be available. If the booking is made as part of a membership plan (or any complimentary bookings), that booking will be counted as one of the designated included bookings.
- b) Any bookings cancelled more than 48 hours before the scheduled booking date can be rescheduled or receive a 50% refund.
- c) In circumstances where a cancellation is required for reasons related to pandemic and any government restrictions (or similar), which is beyond the reasonable control of either party, a refund will be assessed on a case-by-case basis.

2. Alteration of Booking Dates

- a) No alteration may be made to a confirmed booking date within 48 hours of a scheduled booking date. It will be treated as a cancelled booking and a new booking will need to be made.
- b) If, in the opinion of Federation University staff, the MIC has not suffered the loss of an alternative booking, the payment may be transferred to a new booking date. This will be assessed on a case-by-case basis.

3. Times for Bookings, and Time Limitations

- a) Bookings are within business hours (9.00am to 5pm) Monday to Friday. After hours will incur additional fees. All bookings are either half day (4 hrs) or full day (8 hrs) sessions.
- b) If your event runs over the agreed time, additional charges may apply. All bump outs will be undertaken directly after the conclusion of the event unless otherwise agreed.

4. Promotional Material

- a) If the Hirer intends to promote their booking at the MIC, which is open to the public, all material and content needs to be suitable for all ages and general public. Federation University staff reserve the right to review, approve and if necessary, request the removal or amendment of any material or content to be more appropriate, inclusive and/or accessible.

5. Catering

- a) Catering for meetings/activities is not included and will need to be arranged by the Hirer. All catering requirements for functions and events will need to be outsourced catering. Federation University staff can make recommendations of regular catering suppliers to the MIC. Please advise Federation University staff the timing of catering breaks, so assistance can be provided with set up and clean up.

6. Supply of Alcohol

- a) No alcohol is permitted to be brought into, or taken from, the MIC by the Hirer or the patrons of any function or event. For events requiring service of alcohol, please talk to Federation University staff.

7. Room Set Up and Configuration

- a) Please advise at time of booking, or within 2 days of your event, what room configuration is required. This will allow time for the room to be set up in advance of your event.
- b) Should any furniture be moved in the meeting rooms, after use, please return it to its original location as it was found.
- c) Please do not hang or post any collateral on walls with sticky tape, bluetac, etc. without prior consent. The feature timber panelling marks very easily and needs protecting. We can assist with other locations to erect posters, etc.
- d) Use of confetti, glitter, streamers, etc. that is not approved by Federation University staff may incur an additional cleaning fee.

8. AV Equipment

- a) Each room is equipped with AV Equipment. An instruction guide is in each room on how to use the equipment.
- b) Please ensure you have a HDMI and USB port in your computer. If you have a device that does not support either of the above, please bring an adapter with you. The MIC does not stock adapters. Apple MAC computers can be temperamental with the AV system, please keep this in mind when choosing your equipment for your meeting. The MIC keeps a spare computer available in case of a computer malfunction. It is important to emphasise that this backup is intended for use in emergencies only.
- c) The two larger rooms in the centre are equipped with integrated room microphones, eliminating the need for handheld mics. It's essential to be aware that the built-in microphones are highly sensitive to noise, particularly when running a hybrid model in the room.
- d) We strongly recommend that you arrive at least 30 minutes prior to your meeting or event to ensure you are familiar with the technology. A preliminary test before the event can be scheduled with Federation University staff, provided that both parties can agree on a suitable time.

9. Free Wi-Fi

- a) Wi-Fi is available via either Fed Uni Guest Wi-Fi or Fed Uni Conferences. To establish a connection, access your internet through the designated icon. After clicking 'connect', your internet browser will pop up to accept the terms and conditions, you should then be connected.
Some organisations have firewalls which may not allow you to connect. If you are unsure, we recommend you check with your system administrator.

10. Common Areas

- a) Access to common areas is available when using meeting rooms, however Federation University request that all visitors are mindful of other user groups within these open plan areas. Please minimise activities that could cause potential distractions to other user groups in adjacent spaces. Should any furniture be moved in common areas, after use, please return it to its original location as it was found.
- b) The eight hot-desk workstations within the Innovation Hub co-working area is only for Workspace Members or Day Pass holders only. This area is not available for general use.
- c) Within the Innovation Hub co-working area, please observe the 'no food and drink' signs and do not use this area as a lunchroom. Chairs and tables are provided on the concrete floor area directly adjacent to the Innovation Hub area (close to the kitchen) as an eating area. The aim is to keep food and drink consumption on the hard stand areas to avoid potential clean up on the carpeted areas within the hub.
- d) It is expected that kitchenettes will be kept in a clean and tidy state after use. All used dishes should be placed in the dishwasher or washed up and put back into the cupboard. Please ensure that shared fridges have space for all to use and dispose of any unwanted food.

11. Damage and Theft

- a) The Hirer shall be responsible for covering the costs of any damage caused by the Hirer to the Precinct.

12. Disorderly Behaviour

- a) No obscene or insulting language, or disorderly behaviour or damage to property, shall be permitted at the MIC. Federation University staff reserve the right to refuse admission to any person, or to remove any person being disorderly.

13. Smoking

- a) The MIC is smoke free facility. Smoking (including e-cigarettes) is not permitted in or around the building.

14. Security and Police Attendance

- a) At the time of booking, please discuss with Federation University staff if the event planned is sensitive in nature and could require licensed security personnel to be in attendance.

15. Lost Property

- a) Any lost property handed in to Federation University staff will be kept in the administration office for a period of two months. If not collected within that time, Federation University reserves the right to discard the items.

16. Parking

- a) There is limited parking within the MIC grounds. Car parks operate on a permit system for permanent tenants in the building. The permit car parking area has external lighting for night hours.
- b) A shared precinct visitor car parking area with a 4-hour parking limit is available directly adjacent to the main building entrance for the MIC (north side of the building). There is also a shared parking area with a crushed rock surface to the north of the MIC.
- c) Additional shared parking is available at the eastern end of the precinct. This is the preferred car parking area for all-day parking (see **Campus Map**).
- d) Federation University aims to provide a safe working environment including carpark areas, but all visitors to the MIC should be aware that parking on the precinct site is at owner's risk.

17. Breaches and Disputes

- a) Any person committing a breach of one or more of these conditions may be removed from the MIC. In the event of any dispute or difference arising, the decision of Federation University staff about any matter shall be final and conclusive.

If you have any further queries, please email mic@federation.edu.au