



## Facilities Usage Agreement

The UCRH welcomes the opportunity to support your educational activities by making available its facilities for your use. This use is subject to the availability of the facilities, meeting the UCRH educational criteria and your agreement to the following terms and conditions:

1. All use of the UCRH facilities must be booked through the UCRH Room Booking processes that are accessed via <https://www.ucrh.edu.au/room-bookings> . Use of the Simulation facilities may incur a fee and an application must be made through <https://www.ucrh.edu.au/room-bookings> . Simulation activities must be approved by the Simulation Manager.
2. Catering must be organised by you at your expense. The UCRH is not in a position to supply any food or catering equipment. We are able to provide the use of a refrigerator and an urn if requested.
3. If approval for catering has been given by the site manager, the consumption of food and drink is restricted to designated eating areas at each site unless other arrangements have been negotiated with the site manager. Generally, the consumption of **water only** is accepted in teaching and meeting areas;
4. If catering is being provided please advise reception as soon as possible the break times because it may be necessary to coordinate other UCRH activities around these times.
5. Facilities for rubbish disposal will be made available and you accept responsibility to leave any area used by you in a clean and tidy state. Should you require additional rubbish bins, etc., please request assistance from UCRH staff;
6. If your activity is outside normal business hours (9.00am–5.00pm Monday to Friday), you accept responsibility for ensuring the security measures requested by the UCRH staff are satisfied; and
7. Please ensure all facilities furniture is left in a clean and tidy state and return to where it was originally situated.
8. If you require Tele or Video-conferencing facilities and there is a cost incurred by the UCRH on your behalf, then you agree to cover that cost.
9. You are required to contact Facilities prior to your function to confirm your booking request and to review your booking requirements.

Training on how to use the equipment and security procedures, etc., will be provided prior to the date of the activity. You will need to arrange a suitable time for the training to occur. Thank you for your co-operation with the conditions of this agreement, as it allows the UCRH to continue to assist as many health educational and training activities within the region as possible

**A collaboration between The University of Sydney, University of Western Sydney, University of Wollongong and Southern Cross University supported by the Australian Government Department of Health and Ageing and the Northern NSW Local Health District**

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