

NT Simulated Learning Environment (NT Sim Lab)

Terms and Conditions of Hire

1. Conditions of Agreement

The term 'hirer' will include the applicant's organisation. Flinders University agrees to make available to the Hirer the venue/s together with equipment in accordance with the Terms and Conditions of Hire of the Northern Territory Simulated Learning Environment (NT Sim Lab) Block 4 RDH facilities and any attached additional documents. The Hirer agrees to be bound by these Terms & Conditions and by any additional conditions which the University may notify to the Hirer prior to the commencement of hire.

2. Responsible Officer

Unless agreed to the contrary, a member of the NT Sim Lab team will be present either at the start and end, or for the duration of the function, and will take responsibility for ensuring compliance with statutory safety requirement and the Terms and Conditions of Hire.

3. Charges and Deposits

Please enquire at ntsimlab@flinders.edu.au regarding hire of the rooms and facilities.

4. Cancellations

The Staff have the right to not accept a booking or to cancel at any time, endeavouring to provide 48 hours' notice. The Hirer shall notify staff of cancellations no less than two working days prior to the event.

5. Indemnity

The Hirer shall indemnify and keep indemnified the facility against all losses, expenses, liabilities, claims and damages incurred as a result of, or arising out of, the hiring of the premises, whether caused by any act of omission of the Hirer, its servants, agents or invitees, or any other person.

6. Insurance

Under section 16.1 of the Agreement, Flinders must obtain Insurance to suit all users.



7. Duty of Care

The Hirer should be conversant with the RDH Emergency and Evacuation Procedures displayed in the building. The Hirer should ensure that all members of the group are aware of the procedures. The Hirer is responsible for leaving the premises clean and tidy at the conclusion of the period of hire. The facility may carry out, at the expense of the Hirer, such cleaning or other works as may be required to restore the premises to a satisfactory condition. Excepting fair wear and tear, the Hirer shall be liable to the facility for any damage to premises or to any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of hire. The Hirer must immediately notify the Program Manager of any damage or loss on (08) 8922 6124 or ntsimlab@flinders.edu.au At the end of each session the Hirer is responsible for switching off all lights, turning off equipment and closing all doors.

8 . Orientation Process and OH&S

All users are required to undertake an Orientation of the facility before teaching. The time of Orientation will be allocated by facility staff on confirmation of the booking. Users must also be familiar with the Code of Professional Conduct and General User Guidelines.

10. Publicity

The Hirer shall not issue any advance publicity of the use of the premises before receiving confirmation of the booking by the facility.

11. Good Order

The Hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired. The Hirer shall comply with any instruction by Flinders University relating to the maintenance of good order and compliance with these Terms and Conditions in and around the premises.

12. Disputes

Any disputes between the Hirer and Flinders University arising from, or in relation to, any hiring of the premises or from the terms of Conditions of Hire, shall be submitted to arbitration and the decision of the arbitrator shall be binding on the Hirer and the University.

13. Room Allocations and Relocation

Flinders University reserves the right to relocate a booking to a suitable venue if circumstances demand. Teaching requirements and official events take precedence over external booking requirements.

14. Teaching

All teaching sessions are required to outline learning objectives as part of the booking process.

15. Use of Equipment

All equipment is to be cleaned as per procedure manuals and packed away accordingly following usage. Damage to equipment must be reported to facility staff immediately.

16. Videotaping

Videotaping must follow the facility policy and include clearly stated learning objectives, preparation of role players, debriefing and maintenance of confidentiality. All participants and teachers are required to complete the relevant forms relating to confidentiality and integrity of teaching purposes. All videotaped information will be kept secure in the facility through the Video Debrief system.

Flinders University would like to acknowledge University of Tasmania in the creation of this document.