



20073 - 27 - 066

THE UNIVERSITY OF AUCKLAND

APPLICATION FOR USE OF UNIVERSITY ROOMS AND PREMISES

Name of Organisation: ..... AUCKLAND HOME BIRTH ASSOCIATION .....

Give Details of Function: .....

CHARGES... ACCEPTED.....

NOTE: NO CHARGE CAN BE MADE FOR ADMISSION TO ANY LECTURE THEATRE. DONATIONS ARE PERMISSIBLE. CHARGES MAY BE MADE IN UNIVERSITY HALL ONLY.

Number expected to attend..... Actual time function commences.....

Is organisation affiliated to the University? YES/NO

Students' Assn. Secretary's Stamp

Is it intended:

- 1. To invite special guests (give details).....
2. To invite the public? YES/NO
3. To advertise in the press? YES/NO, if yes, approval is required
4. Political Meetings (see note 10)
5. To use film projector? YES/NO
6. To include in 'Coming Events' column in University News? YES/NO

Table with 5 columns: ROOM(S) ALLOCATED, FROM, TO, DAY, DATE. Row 1: MACLAURIN HALL, 7.30pm, 10pm, Thursday, 11 July. Includes a pink stamp: THIS CONFIRMS YOUR BOOKING.

I HAVE READ AND UNDERSTAND THE RULES GOVERNING THE USE OF UNIVERSITY PREMISES PRINTED ON THE REVERSE SIDE OF THIS FORM AND ACCEPT FULL RESPONSIBILITY FOR THEIR OBSERVATION.

Signature of Responsible Official ..... for Brenda Hinta
Status (in club or society) Secretary Phone 767614
Address PO Box 7093 Wellesley St, Auckland

THIS FORM MUST BE COMPLETED AND RETURNED TO THE UNIVERSITY ENQUIRY OFFICE AS SOON AS POSSIBLE; THREE COPIES FOR ROOMS IN THE OLD ARTS BUILDING; UPPER AND LOWER LECTURE THEATRES; FOUR COPIES FOR ALL OTHER ROOMS.

DO NOT ADVERTISE THIS EVENT UNTIL YOU HAVE RECEIVED A CONFIRMATION COPY OF THIS BOOKING FORM.

IN THE EVENT OF A CANCELLATION the Enquiry Office should be advised as soon as possible, Ext. 676 or 773.

Custodian's Signature ..... Date.....

Booking approved by .....

## **RULES GOVERNING USE OF UNIVERSITY LECTURE THEATRES, ROOMS AND THE HALL**

### **Authorised Users are required to:-**

1. Provide ushers to control the audience in and outside of room/s allocated. The ushers are required to familiarise themselves with all exits from room/s used and escape routes from the building.
2. Keep gangways, exits and exit signs clear at all times, so that the building can be evacuated by the shortest route in event of an alarm being raised.
3. Ensure normal seating arrangement of room/s are not altered without authority, nor introduce into the room/s or building anything that may constitute a hazard.
4. Confine the function to the room/s or area and times specified on the reverse side of this form, conduct function in an orderly manner and limit the audience to the designed seating capacity of room/s allocated.
5. Enforce the "No Smoking" rule which applies to all Lecture Rooms and the Hall.
6. Comply with requests or instruction from the University Custodian or his Deputy and report all damage to him.
7. Remove all equipment and rubbish. Switch off lights and leave room/s tidy after function.
8. Obtain prior permission of the Senate if it is desired to serve alcoholic liquors. This should be submitted in writing giving ample notice and giving the name of a senior member of staff who will remain present throughout the function. The sale of alcoholic liquor is prohibited.
9. The Work's Registrar shall determine any additional costs over and above charges normally incurred by the University. (e.g. extra custodial or cleaning services) and that these costs, together with the cost of making good any damage caused during occupation of the premises, be a charge on the user organisation.  
No hire charge will be made to Student Organisation affiliated to the Students Association or to staff members wishing to use University premises within normal hours for approved purposes. Any additional charges incurred by the University for bookings outside normal hours will be charged to the hirer.
10. Where an MP is invited to give an address to students, the applicant be required:—
  - (i) To nominate a senior member of the academic staff who has consented to act as chairman for the meeting.
  - (ii) To submit the name of a club member or student who will act as assistant chairman and be responsible for liaison between the organisers, the chairman, and the speaker, both before and during the meeting.
  - (iii) That student-organised meetings addressed by Political speakers be not advertised beyond the University.

THIS CONTAINS YOUR BOOKING

### **For Theatrical Type Functions in the Hall**

1. All electrical equipment must be installed by a qualified person approved by the University Maintenance Department.
2. Manufacture and painting of sets etc. in the Hall or room/s is forbidden. Care must be taken with all installations to ensure that no damage occurs to walls, floors, furnishings, furniture or fixtures or gangways and exits restricted in any way.