

## 3b Operational – Administrative Policies

### 3b.1 Room/Studio or Performance Space Booking and Hire Policy

*This policy must be read in conjunction with Policy Manual 3.1 OPERATIONAL Policies General Outline, Definitions and Relevant Legislations.*

#### 1. Purpose

The purpose of this policy is to outline the guidelines and rules governing the reservation and hiring of RCM rooms.

#### 2. Additional Definitions

- a. **Skedda** = RCM's current online room booking system
- b. **AMEB** = Australian Music Examination Board
- c. **HSC** = Higher School Certificate
- d. **P&L** = Profit and Loss (Statement of Financial Performance)

#### 3. Roles and Responsibilities

- a. All employees must:
  - i. understand and comply with this policy.
- b. Executive Team members are responsible for:
  - i. approving all applications for the hire of RCM rooms,
  - ii. determining the appropriate tier level to be charged to the persons/organisation,
  - iii. approving any discounts that may be applicable to the person/organisation's application, as laid out in the room booking schedule of fees & discounts,
  - iv. seeking the direct approval from the Director (CEO) for any increased discounts above those listed in the schedule of fees & discounts.
- c. Deputy Director Finance and Administration is responsible for:
  - i. ensuring appropriate invoices are raised for the external hire of RCM rooms,
  - ii. confirming approval from the Director (CEO) for any increased discounts above those listed in the schedule of fees & discounts,
  - iii. applying any approved room hire discounts to the appropriate hire invoice,
  - iv. the accounting of the hire income and discount given to the appropriate P&L general ledger accounts.

## **4. Details**

- a.** The RCM has performance rooms, rehearsal rooms, meeting rooms, conference rooms, music studios and classrooms. These rooms are available to be used for performances, workshops, classes, ensembles rehearsals, teaching, conferences, meeting or conventions that are related to music performance, music education or other purposes as approved by the Executive Team.
- b.** All room booking will be invoiced for room hire based on the current schedule of fees. Please see Deputy Director Finance and Administration for current rates.
- c.** As outlined in the current schedule of fees, discounts may be applicable to pre-determined associated and/or partnering persons/organisations. Please see Deputy Director Finance and Administration for current rates and applicable discounts.
- d.** Rooms will be available free of charge to all RCM staff, students and affiliated ensembles for RCM related activities.
- e.** RCM rooms, performance space, rehearsal room or studio will not be available for the purpose of private teaching by RCM staff or outside teachers unless approved by the Director (CEO).
- f.** Bookings for rooms, studios or performance spaces for non-RCM activities and/or non-RCM persons/organisations may only be booked in consultation with the Publicity & Events Officer and on the approval of an Executive Team member.
- g.** Please note that all RCM activities take priority over non-Conservatorium bookings.
- h.** The RCM reserves the right to refuse bookings or to cancel unpaid bookings without notice.
- i.** The RCM reserves the right to reverse, move and/or override room bookings where necessary. All attempts will be made by the Administration team to communicate any changes and to accommodate all booking requests, particularly when bookings are being moved.
- j.** Approvals will not be granted to book/use rooms that are occupied by Administration staff, RCM Executive Team members and the Head of Department personnel.
- k.** RCM teaching staff may book rooms or studios themselves via Skedda online booking system or with the RCM Administration team.  
(Note: Teaching staff do not have access to the RCM performance and meeting rooms, therefore must be booked via the RCM Administration team.)

### **I. RCM Main Rehearsal and Performance Spaces**

- i. Bookings for RCM's rehearsal and performance rooms may be no less than 45min and no greater than one working day.
- ii. RCM's rehearsal and performance rooms will only be approved for use during office hours for a maximum of two hours where the room is being used for AMEB, HSC, or other music examination preparations.
- iii. HSC Examination bookings can only be made when exact HSC exam dates are known. The RCM will not accept block bookings; however, HSC Examination bookings will take priority over all other bookings including RCM staff activities during the HSC music examination period.

### **m. Teaching Studios**

- i. All attempts to give priority for room bookings to teaching staff who have been allocated a specific teaching studio to conduct lessons, however, where a room booking has been previously made in that room and no suitable alternate rooms are available to relocate the booking to, then the booking takes precedence, not the allocated teaching staff.
- ii. Teachers may book additional times in rooms for their "Admin" workloads. These bookings need to be entered in Skedda "Teacher Admin". The RCM Administration Team can assist with these additional time bookings.  
Please note, priority will be given to lesson bookings.

### **n. General Conditions**

- i. No room, studio or performance space at the RCM may be used by non-RCM teachers, students or organisations without a signed receipt of the RCM Room Hire Booking Form. RCM Staff and affiliated ensembles are not required to complete a booking form when requesting use of a room or studio.
- ii. Room keys will not be issued to non-RCM persons/organisations without the appropriate approved forms and identification being submitted.
- iii. Rooms and RCM equipment must be treated with care and respect. Persons or organisations using RCM facilities may be held responsible for rooms and/or equipment damaged during booking periods.
- iv. The RCM will endeavour to maintain facilities in a clean and tidy state. All users of RCM facilities will be expected to leave rooms as they were found. All lights and Airconditioning must be turned off and door locked when leaving.
- v. No Food or drink is to be taken into rehearsal spaces.

Food is only to be served in the Kitchen area or a previously approved designated area. The RCM expects all waste to be removed from the premises.

- vi. The RCM accepts no responsibility for personal property including instruments or sheet music that is left on the premises.
- vii. Male, Female and Unisex/Parent toilet facilities are available on level 1 and Male, Female, Unisex/Parent and Unisex/Staff toilet facilities are available on the ground level.
- viii. No person may serve or consume alcohol on the premises without the prior approval of the Director.
- viii. It is expected that all persons under the age of 18 are appropriately supervised and that all non-RCM staff working with children while at the RCM will have completed a Working with Children Check.
- ix. The RCM is a non-smoking facility.

**o. Room Hire Prices**

- i. Fees are on application to the RCM Administration Team. Please see the RCM Administration Team for prices.
- ii. Fees are updated and issued to the RCM Administration Team by the Deputy Director Finance and Administration.
- iii. Fees are reviewed annually and updated as deemed necessary.

**5. Variations**

- a. If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the Executive Team Member(s).
- b. *The RCM reserves the right to vary, replace or terminate this policy from time to time.*

**Policy version and revision information**

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