

NUSA Building Policy

Date Approved: 10 March 2016

Date Last Amended: 16 September 2016

1. Alcohol

NUSA shall be a 'dry space' with no alcohol to be consumed inside the NUSA building.

2. NUSA Election Campaigning

No campaigning for NUSA elections may take place inside the NUSA building. This includes, but is not limited to: distribution or posting of campaign material; voter canvassing; and storing of campaign material by candidates or electoral tickets inside the building.

3. Posters

- a. Any student, staff or community member may place posters on the designated poster areas outside the building, except for electioneering material.
- b. All NUSA Council members may place posters on the designated boards inside the NUSA building.
- c. The President has the authority to remove or direct staff to remove any posters placed inside or on the NUSA building.
- d. NUSA staff may remove posters placed in or on the NUSA building that violate NUSA's Code of Conduct or are in direct contradiction to NUSA's objectives, policy or platforms provided they inform the NUSA President and the reason why the poster was removed.
- e. Only the President or any person authorized by the President may place posters on areas in the NUSA building that are not designated poster areas

4. Open hours

The regular open hours of the NUSA building shall be from 9:00 AM – 5:00 PM on Monday to Thursday and 9:00 AM – 4:00 PM on Friday

5. After Hours Access

NUSA Council members may apply for after-hours access to the NUSA building.

6. Room and Equipment Bookings

- a. Meetings of official NUSA committees shall have priority in room bookings.
- b. Bookings may only be made during the same semester as the booking is for.
- c. If a Club or Society wishes to book NUSA building rooms or equipment, they must be affiliated with NUSA.
- d. Contact details must be obtained in order to make a booking of spaces in the NUSA building or significant pieces of NUSA equipment such as barbeques and marquees.
- e. For after-hours room bookings for clubs and societies, the club or society must nominate at least two (2) executive members as contacts, who will be present and take responsibility for the event.
- f. For bookings of NUSA equipment, a cash deposit or item of value must be provided

7. Autonomous Spaces

- a) The NUSA building has autonomous spaces for people identifying with the scope of some Collectives.
- b) The autonomous spaces shall be designated as follows:
 - a. Room AE1-19 shall be the Women's Room for people identifying as Women and non-binary;
 - b. Room AE1- 06 shall be shall be the Queer space for people identifying as Queer;
 - c. Part of room AE1-12 shall be sectioned off as a pilot Equity Space for students with a disability, mental illness, chronic illness and carers. This will be reviewed by the NUSA Executive in April 2017.

8. Offices and Spaces in General

- a) Spaces and offices inside the NUSA Building may be designated by the Executive for use as offices, meeting rooms, social spaces and any other purposes to assist with the day to day running of NUSA. An allocation of offices and spaces in the NUSA Building are set out in the following table:

Table 1: Allocation of spaces and offices in the NUSA Building

Room	Purpose
AE1 – 03	Large Meeting Room
AE1 – 06	Queer Space
AE1 – 12	Collectives space and pilot equity space
AE1 – 13	Media Office
AE1 – 14	Administration Office
AE1 – 15	President's Office
AE1 – 18	Vice President's Office
AE1 - 19	Women's Room

- b) Any Executive and staff members allocated offices in the NUSA Building may receive a key for that space provided that a copy is kept in the NUSA building at all times.
- c) The Executive is responsible for regularly auditing the use of space in the NUSA Building and may review and reallocate office spaces.
- d) The Executive may make amendments to Table 1 of this policy reflecting any reallocation or repurposing of offices in the NUSA Building.

9. Supporting Documents

NUSA Building Agreement

10. Document History

Version	Date	Details
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1	10 March 2016	Policy adopted
2	16 September 2016	Added clauses 7. and 8. with amendments to address the allocation and management of offices and spaces in the NUSA Building. Amended 3.a) to provide exception for election material.