

WESTMEAD EDUCATION CONFERENCE CENTRE (WECC) – OUT OF HOURS BOOKING GUIDELINES

Issued by: Director Operations, Research and Education Network, Western Sydney Local Health District) and Chief Operating Officer, Westmead Operations, University of Sydney

Dated:

Last amended: n/a

Signature:

Name: Helene Abouyanni (Director Operations, Research and Education Network, Western Sydney Local Health District)

Signature:

Kate O'Sullivan (Chief Operating Officer, Westmead Operations, University of Sydney).

1 Operating Hours

- (1) WECC operational hours are 7:30am to 6:30pm weekdays.

2 Booking of WECC venues for out of hours events

- (1) WECC staff will manage booking approval for out of hours bookings in accordance with these guidelines.
- (2) WSLHD and the University of Sydney are the primary users of the WECC facility. Booking requests from external organisations will be considered after the needs of the primary users.
- (3) All users must complete the online booking form and include billing details for out of hours bookings.
- (4) All or Weekend out of hours bookings will require the presence of a concierge. Costing of this service can be found in the related document 'Westmead Hospital Education & Conference Centre (WECC) Venue Charges 2018'. This requirement includes all hirers (external, WSLHD and University of Sydney).

3 Out of Hours Access

- (1) Prior to 7:30am and after 6:30pm on weekdays will be considered out of hours for venue access.
- (2) All day on weekends and public holidays will be considered out of hours for venue access.
- (3) Access to Level 1 of WECC outside of operating hours will be provided to the venue hirer in the form of one WSLHD security card which will be available for sign out at the WECC Office no earlier than 24 hours prior to the scheduled booking. An additional WSLHD security card can be requested for bookings with 20 or more attendees if required (subject to availability).
- (4) Access to Level 2 of WECC outside of regular operating hours can be gained by presenting your booking confirmation at Security for your venue to be opened.
- (5) No on-going out of hours access is available to individual or groups from the WSLHD, the University of Sydney or external hirers.

NOTES

Date adopted: [This is the date on which the guidelines are formally signed]

Date commenced:

Administrator: WECC Manager, WSLHD and Head, Education and Student Development, Westmead Program Team, University of Sydney

Review date:

Related documents: University of Sydney [Learning and Teaching Policy 2015](#)
University of Sydney [Learning and Teaching Procedures 2016](#)
University of Sydney [Space Management Policy 2012](#)
University of Sydney [Space Management Procedures 2012](#)
University of Sydney [Code of Conduct - Staff and Affiliates](#)
University of Sydney [Code of Conduct for Students](#)
University of Sydney [Work Health and Safety Policy 2016](#)
University of Sydney [Work Health and Safety Procedures 2016](#)
WECC Usage Guidelines 2017
Westmead Hospital Education & Conference Centre (WECC) Venue Charges 2018
WSLHD Code of Conduct
WSLHD Policies & Procedures
WSLHD WECC Building User Guide
WECC Booking priority guidelines

AMENDMENT HISTORY

The style used above is "Heading 2". This section should be completed each time amendments are made to a document that is already on the Policy Register and outline the changes made.

Provision	Amendment	Commencing
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It may be appropriate to attach forms or standard documents to the guidelines. If so, this should be done by way of schedules. Start each new schedule on a separate page.