

The Hub & Teaching Spaces

Booking guidelines



Otago Polytechnic
Campus Services Department
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1 General

The Hub and teaching spaces are to be used for the overall good of Otago Polytechnic and “first in best dressed” may not apply. Internal events take precedent from external requests.

A minimum of 10 days’ notice is required to book the space. This is particularly important if the user requires additional tables and chairs. If you would like to check the availability prior to submitting the booking request then please contact Rachel Aitken 479 6151 for The Hub or Sue Eden on 021 225 9547 for teaching spaces.

If booking The Hub, please ensure you do not do anything that interferes with the normal use of this space. Its primary use is for students to meet and gather.

Your booking is not guaranteed until you receive a confirmation email however, we will endeavour to meet the needs of those who want to use these spaces.

Manaaki is also a great space to consider when booking a function and can cater for up to 180 people. For further information enter your details in their booking [form](#) and they will make contact with you.

2 Cultural considerations

The entrance from Forth Street has a touch stone inside the door, the area between the touch stone and the albatross wings is named wātea. This means free and uses the idea of the transition between tapu and noa. Pounamu is used by kai tahu for various different uses, however; a touch stone is there to aid the transition and to promote well-being. Once pounamu is removed from the river for a purpose it has a life force and therefore we do not want that interrupted or it won’t do its job.

From a Rūnaka perspective, nothing should disrupt that wātea space.

3 Health and safety

By booking an Otago Polytechnic venue, persons are agreeing to ensure all H&S considerations have been taken into consideration.

Access and egress to Fire Exits are not restricted and have considered the amount of patrons in the building needing to evacuate at any time.

In the event of an evacuation, the person in control of the hub booking is to ensure all patrons evacuate safely to the designated assembly point and wait for further information from the emergency services

Any additional hazards that are brought into the venue as part of the booking are appropriately managed by the hirer and all normal hazards that exist during OP business as usual continue to be controlled.

If an accident or incident occurs, the person booking the space is required to gather information from the injured or involved person and contact Campus Services. They will also need to be part of the investigation. Any event that becomes a Notifiable event, as per notification at first aid kits, needs to be escalated immediately to Health and Wellbeing Manager and the area controlled and not disturbed any further.

Please keep half of the stairs and the ramp leading to G Block free of any obstructions. There is a No Smoking Policy in place on campus including all outdoor areas.

Moving large furniture

Large furniture is only to be moved by Campus Services staff as it can be damaged easily and is very heavy. The cafe table and chairs can be moved by the user and must be moved back to the original position.

4 Fees

The Hub - Internal OP bookings

No fee for hire of the space.

Moving and reinstating furniture (excluding the large furniture) outside of normal working hours will be \$25/hour per person. Generally, the furniture can be moved within working hours.

If a special clean is required after the event then the associated cost will be passed on to the School/Service Area.

A journal form for any associated costs will be submitted to the School/Service Area for sign off following the event.

The Hub - External bookings

Full Day \$350 per day (excl GST).

Half Day minimum \$200 (excl GST).

Moving and reinstating furniture (excluding the large furniture) will incur an additional fee of \$200.00 which allows for 2 people for 2 hours. This will generally be arranged during working hours at the end of the day and reinstating the following morning. If this is required outside of normal working hours then the cost will be \$40/hour per person.

Cleaning costs are included in this fee.

Hire Agreement to be signed at the time of confirmation.

The Hub Furniture removal (internal and external bookings)

Offsite removal and storage of large furniture is in excess of \$1,000 and a quote for this can be obtained if required.

Teaching Spaces

Lecture theatres and large classrooms (30+ persons)

Per Day	\$280.00
Per half day (3 hours)	\$175.00
Per hour	\$75.00

Small classrooms (under 30 persons) and meeting rooms

Per Day	\$175.00
Per half day (3 hours)	\$100.00
Per Hour	\$40.00

Computer suites

Per Day	\$600.00
Per half day (3 hours)	\$350.00
Per hour	\$150.00

5 Art displays and exhibitions

Art displays and exhibitions are to be displayed for a maximum of 4 weeks and must be able to be moved. A description of the artwork / exhibition must be shown alongside.

6 After hours access

Normal hours of operation are 7.30am to 5.00pm. The external doors into The Hub are locked in the evening at 5.00pm. Students have swipe access through the Forth St door until 10.00pm.

The door into G Block from The Hub is locked at 5.30pm and does not have swipe access.

If you require after-hours access outside of these times please advise on the Booking Form.

7 Equipment

There are standard tables chairs and seating throughout the venue, however if additional equipment (tables, chairs, lecterns, PA system, projector screen) is required please advise on the booking form.

Additional equipment may incur costs, which will be borne by the user.

If you use a table, it is the responsibility of the user to return it to its location when finished.

8 Catering and alcohol

The Food Design Institute / Functions have sole rights to the kitchen and catering within The Hub. Please order your catering directly with Functions by completing their [booking form](#).

Café hours are 7.30am-3.30pm however arrangements can be made to have the Café open outside these hours at an additional charge.

Currently the Hub is not licensed to serve alcohol unless ordering catering through Functions.

9 Digital signage on TV screens

Digital signage on TV screens and social media notifications can be arranged with by logging a [Digital Signage](#) request on Tūhono. A minimum of 3-4 day's notice is required for these requests.

10 Security

Security is to be provided by the user if required.

11 After hours building issues

For emergency after hours building issues, our on call staff can be contacted on 474 7290.