

## PROTOCOL FOR THE USE OF COUNCIL CHAMBERS

**Commencement Date:** 13 November 2007

### 1.0 Purpose of Protocol

The Council Chambers is an exclusive venue and is not considered appropriate for general use by staff and students. The purpose of this protocol is to provide clear guidelines on appropriate use of the Council Chambers for the Curtin Community and external organisations.

### 2.0 Application

This protocol applies to staff, students, staff groups, student groups and external organisations.

### 3.0 Use of Council Chambers

Use of the Council Chambers will be restricted to the following:

- University Council Meetings and University Council Activities
- Academic Board Meetings
- Office of Executive Services Committee Meetings
- Events hosted by the Chancellor, Vice Chancellor, Deputy Vice Chancellor, Director of Student Services, Director of Staff Services, Director of Support Services or Corporate Communications
- Events and occasions at the discretion of the Vice Chancellor's office.

### 4.0 Student Groups

The Council Chambers is not to be booked by student groups with the exception of the following:

- Guild Council Meetings
- International Student Committee Annual General Meetings.

The Venues Office is able to provide appropriate alternative venue bookings for student groups.

<b>RESPONSIBILITIES</b>	
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<b>Approval Authority:</b>	Executive Director, Properties
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