

The Hub, O Block & Teaching Spaces



Otago Polytechnic
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Booking guidelines

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 president 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 is has a lifeforce 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 [https://otagopoly.sharepoint.com/sites/opcampusservices/shared documents/general/campus services department/event bookings - hub/the hub o block and teaching spaces booking guidelines \(v14 ks december 2021\).doc](https://otagopoly.sharepoint.com/sites/opcampusservices/shared%20documents/general/campus%20services%20department/event%20bookings%20-%20hub/the%20hub%20o%20block%20and%20teaching%20spaces%20booking%20guidelines%20(v14%20ks%20december%202021).doc)

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.

Please read and complete the Event Risk Management Form.

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 / O Block - Internal OP bookings

No fee for hire of the space.

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 / O Block - External bookings

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

Half Day minimum \$200 (excl GST).

Cleaning costs are included in this fee.

Hire Agreement to be signed at the time of confirmation.

The Hub / O Block - Furniture removal (internal and external bookings)

Offsite removal and storage of large furniture is by prior approval only.

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.

12 Covid 19 Protocols

To keep our people and communities safe and to ensure we are operating within the Covid-19 Protection Framework, we have made the decision that from Friday 3 December it will be a requirement for Covid- 19 Vaccination Certificates, known as 'My Vaccine Pass' to be verified for all attendees, event organisers and staff that attend an event of any size, both on and off-campus, at any time during the day or week.

If you are hosting an event of any size, from 3rd December onwards you will be required to action the below, whilst continuing to follow our guidelines around mask wearing and social distancing:

- Get a 'My Vaccine Pass' – the official record of your COVID-19 vaccination status - for details on how to get your 'My Vaccine Pass' visit the <https://covid19.govt.nz/covid-19-vaccines/covid-19-vaccination-certificates/my-vaccine-pass/>
- Contact your attendees or customers to advise that restrictions apply.
- At your event or venue you must verify the attendees are vaccinated by viewing their 'My VaccinePass'
- Our preferred method of verification of attendees vaccination is to physically view their 'My Vaccine Pass' prior to entering your event or service
- If you have a mobile device (phone or tablet) that has the Vaccination Verification App downloaded you can scan them.
- People who do not provide evidence of their vaccination status need to be turned away, unfortunately. We appreciate that this may be difficult, please let us know if you would like to discuss this further.
- You are not required to store any 'My Vaccine Pass' information or any other personal information related to the vaccination status of customers/visitors.
- Face masks to be worn at all times (except when eating and drinking)
- Social distancing to be practiced
- All guests / visitors to sign in using the Covid Tracer App or on the paper at the doors
- Keep an RSVP list of all attendees
- Seats will be set up 1m apart

13. Cancellation

One weeks' notice to be given for any cancellation.