**The Junction:** USER Guidelines

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# Purpose of Guidelines

Swinburne Student Life in consultation with Swinburne University of Technology students, staff and other stakeholders established The Junction User Guidelines to ensure a unified understanding of the processes and procedures which support the function of the building and spaces within.

# The Junction – Summary of Spaces

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| **ROOM** | **SUMMARY** | **CAPACITY** |
| **The Charging Station** | * The Junction Level 1. * Serves as the main entrance. The Charging Station has individual workstations and limited café-style seating arrangements, as well as a kitchenette and vending machine. * Not available to book. | Up to 60. |
| **Esports Lounge** | * The Junction Level 1. * Adjacent to The Charging Station and a member-only space for e-Sports Club members. * Not available to book. | Up to 12. |
| **The Node** | * The Junction Level 1. * Meeting space and events space with priority access for clubs. The Node includes co-working spaces for club leaders and the SRC. It is bookable for club events after hours with additional security at the club’s expense. The space has a built-in projector, multi-format seating and basic kitchen facilities. * Bookable via Resource Booker by club committee members. | 60 – 100. |
| **The Engine Room** | * The Junction Level 2. * Co-working space open to all students and intended to be used by groups of students with basic kitchen facilities. Built in projector. * This can be booked in addition to the Presentation Space via Resource Booker (for those with access) or through emailing [studentlife@swin.edu.au](mailto:studentlife@swin.edu.au) | Up to 200. |
| **The Presentation Space** | * The Junction Level 2. * A section of The Engine Room which can be closed off. The space has a built-in projector, multi-format seating and microphones. * This can be booked separately or in addition to the Presentation Space via Resource Booker (for those with access) or by emailing [studentlife@swin.edu.au](mailto:studentlife@swin.edu.au) | Up to 50. |
| **Queer and Women’s Room** | The Queer Space and Women’s Room are spaces for LGBTIQ+ students/queer-allies and female identifying students respectively. These rooms are managed by the Swinburne Student Union. Not available to book. | NA |
| **Meeting Rooms & Pods** | * JN201 – up to 8 people * JN110 – up to 5 people (Clubs exclusive meeting room) * JN209, JN210, JN211 – Engine Room Pods | NA |

# User Expectations

All users are expected to abide by the [Swinburne People, Culture and Integrity Policy](https://www.swinburne.edu.au/about/policies-regulations/people-culture-integrity), including the [Swinburne Student Charter](https://www.swinburne.edu.au/about/policies-regulations/people-culture-integrity/student-charter/) when using The Junction.

# Operations – Opening Hours

The opening hours of The Junction are 8am – 8pm, Monday – Friday.

Events can be run outside of these hours with approval from Student Life and Security via an Event Support Request, which will be sent through in the Resource Booker confirmation email. Closing is managed by Swinburne Security. Users must vacate the space at the time of closing or at the end of an approved event, or upon the direction of Swinburne Security.

# Meeting Rooms

JN201 and the 3 pods are bookable by all students through the Microsoft Booking System at 30-minute intervals. Students can access the booking system via a QR code outside of each meeting room and pods. Users in a space who do not have a booking must vacate for those with a booking.

Bookings can be made [here](mailto:This%20can%20be%20accessed%20-%20https://outlook.office365.com/owa/calendar/Bookings_TheJunction@swin.edu.au/bookings/).

JN106 is bookable via Resource Booker by Club Committee Members.

# Events

Events can be held at The Junction in The Node, The Engine Room, and The Presentation Space. All events must be approved by Swinburne Student Life and then by Swinburne Security via an Event Support Request. Events can be run outside of opening hours, however there may be additional security costs (this is determined by SUT Security). Users occupying a bookable space without a booking must vacate the space for those with a booking.

***Note:*** if event organisers wish to let attendees in via The Node door or the double white doors, they must arrange for one of their organising team to be stationed at these doors to ensure only attendees enter this way. Other students must be directed to the main door.

**Booking Process**

1. For club events – a club member must contact Clubs and Sport, complete an Event Notification Form. Club committee members can then book the desired space(s) via Resource Booker.
2. For non-club events – event organiser can book by emailing [studentlife@swin.edu.au](mailto:studentlife@swin.edu.au).
3. Bookings are approved/rejected by Swinburne Student Life.
4. All event organisers must then complete an Event Support Request. This form can be accessed once the Resource Booker confirmation has been received.
5. Security will determine the risk level of this event and the level of security required. If Swinburne Security deem that the event is high risk, organisers may be required to pay for additional security.

If assistance is required at any point in this process, students or staff can reach out to Swinburne Student Life staff for support.

If your booking is no longer required, please ensure the booking is cancelled in Resource Booker and notify [studentlife@swin.edu.au](mailto:studentlife@swin.edu.au) to allow for other event bookings.

**Support for Events**

Support required for events will be provided on a case-by-case basis and will be determined by Swinburne Student Life. If your event has complicating factors such as large number of expected attendees, catering, alcohol, etc. it may be eligible for support for Swinburne Student Life. If it is deemed your event requires support, you will be contacted by Student Life staff.

**Event Security Request**

All events at The Junction require an Events Security Request (ESR) to be submitted and approved, otherwise the event cannot proceed. The ESR must be submitted at least 2 weeks prior to the event and within 3 days of receiving the confirmation email from Resource Booker.

**Food, Alcohol and Rubbish**

Food can be served in The Junction, keeping in mind that there are no facilities for heating food or keeping food cold or warm. The Junction has some small bins, however, event organisers should be mindful that if they are providing catering, alternative rubbish solutions should be organised. Additional rubbish bins can be organised through Facilities.

External cooking appliances may not be used in The Junction without express written permission from Director, Student Life.

As The Junction is deemed private property, alcohol can be served at events without an additional liquor licence, provided:

* There is no cost to attend the event.
* There is someone to check IDs.
* Swinburne Security have approved the event and have provided additional security if required.
* That the person serving alcohol has a valid RSA which has been checked by Swinburne Security.
* There is no cost for the alcohol.

If tickets and/or alcohol is sold, an additional liquor licence is required to be purchased. For further information, please reach out to the Swinburne Student Life Events & Experience Team.

Club committee members are reminded that base funding cannot be used to purchase alcohol.

**Booking Priorities**

Bookings are approved on a first-come first-serve basis. Re-occurring bookings are permitted, however if there is demand from multiple users, Swinburne Student Life will work with the event organisers to find a suitable compromise to ensure spaces are shared by and accessible to all students and clubs.

Student Life maintains discretion over space bookings.

**Types of Events (Approved/Rejected)**

Events held in The Junction must be student focused – this can mean that they are events run by students, co-facilitated with students or events/workshops that are centred around students. A preference will be given to events where students are involved in the organising/running of the event.

***The Node***

The Node can only be booked by Clubs during HE Semesters until Final Assessment Period has finished. Outside of this time, see Engine Room criteria in the below table to indicate what events can be held in this space, but Clubs will have priority to book and other events will only be approved on a case-by-case basis. Student Life may approve exceptions on a case-by-case basis.

***Engine Room and Presentation Room***

|  |  |
| --- | --- |
| **APPROVED** | **NOT APPROVED** |
| Staff run student focused workshops | Staff team meetings |
| Student run presentations | Staff catch ups |
| Student run workshops | Workshops or events that aren’t student focused |
| Student run events | Staff social events |
| Student run industry events |  |
| Staff run industry events |  |
| Student Life events |  |
| Mentoring events |  |
| Student run social events |  |
| Student leadership events |  |
| Student/staff course meet and greets |  |
| Induction sessions for new students |  |
| SRC meetings |  |
| Student Essentials sessions |  |
| Orientation and Welcome Back Week Sessions |  |

# Noticeboards and Whiteboards

**Noticeboards and Poster Policy**

* Physical posters are only allowed to be placed on the Notice Boards in The Junction. Anything placed on the walls or windows will be removed.
* Physical posters need to be printed by the student and shown to Swinburne Student Life reception at GS Level 1 to be approved. Any posters that have not been approved will be removed.
* Students also need to provide a date that these posters can be removed.
* Posters are displayed for a maximum of 3 weeks.
* Preferable poster size is A4 and below – anything over A3 will not be approved and A3 will be approved space dependent.
* Posters must be promoting student-focused/student-run activities or events.
* Posters that are deemed inappropriate or do not align with the Swinburne Student Charter will not be approved.

**Whiteboard Policy**

* Whiteboards in The Junction can found in:
  + The Engine Room
  + The Presentation Room (bi-fold walls)
  + JN201
  + JN110
* Whiteboards in meeting rooms should be wiped down at the end of each booking.
* Whiteboards in The Engine Room and Presentation Room will be wiped down monthly in sections. Students can wipe this down/remove content as they wish. It will also be monitored for inappropriate content.
* Anything written on the whiteboard should be treated as temporary.
* Any messages or drawings that are offensive, inappropriate, or unkind will be removed.
* Students can remove messages or drawings they deem offensive, inappropriate, or unkind. If they do not feel comfortable doing so, they may reach out to Swinburne Student Life.
* Content on communal whiteboards for a meeting or for study must be wiped off at the end of the meeting or study session.

# Related Documents

Code of Conduct

# Definitions

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| **WORD/TERM** | **DEFINITION** |
| Author | A Student Life staff member responsible for the drafting and revision of policy/procedures/templates, including requirements elicitation and development consultation. |
| Swinburne Student Life | Swinburne Student life, formerly known as Swinburne Student Amenities Association (SSAA), is a company wholly owned by Swinburne. We exist to advance the education of all Swinburne students by providing a wide range of amenities, services, and facilities. |
| Loss or Damage | Loss of any equipment or part thereof, such as cables, accessories, or whole items. Damage includes, but is not limited to, rips, bends, dents, or another breakage that negatively impacts the safety, functional operations, or visual appearance of a piece of equipment/assets. |
| The Junction | Building located next to Glenferrie Train station for Swinburne student use. |
| After-Hours | Any time after 8pm Monday – Friday or any time during the weekend. |
| Procedure | Documentation of work instruction, process map or other documents providing operational guidance. |
| Resource Booker | The webpage accessed via the Clubs Canvas page or Student Life’s portal where equipment for hire is available to Swinburne students/staff. |

# Notes

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| Date first approved: 23/06/2023 | | **Date of Next Review: 23/12/2023** |
| First Approved by: | Aimee Gipper, Director, Swinburne Student Life | |
| Custodian title & e-mail address: | Team Leader, Events & Experience llaje@swin.edu.au | |
| Original Author: | Kate Anderson | |
| Supporting procedures & forms: |  | |

# Version Control and Amendments

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| --- | --- | --- | --- |
| Version Control | Date Effective | Approved By | Amendment |
| 1 | 23/06/2023 | Aimee Gipper, Director- Swinburne Student Life. | First Version. |
| 2 |  |  | Briefly summarise major amendments |