

MGA CAULFIELD CAMPUS HDR (higher degree students) WRITING ROOMS POLICY TERMS AND CONDITIONS

The MGA is a not-for-profit incorporated association representing all Monash University enrolled graduates in Victoria. As part of its role, the MGA negotiated with Monash University for access to, and use of, certain Monash-owned spaces. Monash University granted the MGA a non-exclusive licence to manage, administer, access and use the spaces.

Objective - The objective of these terms and conditions is to provide a guide as to when and under what circumstances HDR students may access and use the HDR writing rooms,

Term of MGA Licence - The MGA has perpetual access to the HDR writing rooms until such time as the University terminates the licence.

Terms and Conditions Binding - By registering for the use of HDR writing room(s) Approved users agree to be bound by the Terms and Conditions as detailed in this document.

Space

The HDR Writing Rooms ("HDR writing rooms") are located in: Caulfield Campus
Building T level 2:

Room T-211 being a common area; room T-212 comprising 3 desks; room T-213 comprising 3 desks; and room T-214 comprising up to 4 desks.

Grant period

Maximum of three months (3).

Approved Users agree to:

- Use the HDR writing rooms for permitted use only;
- Provide the MGA with their Monash University student identity number;
- Maintain desk, room interior, furniture and equipment in a clean, safe, and well-sustained state akin to how it was originally delivered and presented; Be mindful the HDR writing rooms are a quiet study space and any phone calls or visitors will likely disturb other occupants:
- Take phone calls outside the HDR writing rooms;
- See visitors outside the HDR writing room;
- Take all reasonable care not to carry on or permit any activity that is not authorised including any annoyance or nuisance to adjoining occupiers;
- Keep secure the access key to the HDR writing room;
- Keep secure the access key to a lockable cabinet;
- Pay to MGA for replacement cost of keys given to the Approved user in the event the keys are damaged, lost or stolen or not returned to the MGA for Any reason but in any event not exceeding a total of \$100 per key;
- Not allow or assign anyone to use the HDR writing room, or access key, or lockable cabinet or lockable cabinet key;
- Ensure visitors to the HDR writing rooms observe the rooms are intended for quiet study and must be maintained and cared for in an appropriate manner;
- Alert MGA office staff as soon as possible to the need for urgent repairs and maintenance including the need to remedy any damage breakage or Defect in the lighting, plumbing heating or cooling in the HDR writing rooms;
- Allow MGA or Monash University staff access to their desk and HDR writing room to effect repairs. The end of the booking period, return to the MGA office staff any room or lockable cabinet keys.

Breach of conditions

A breach by the Approved user of any conditions contained herein may result in the termination of bookings for the HDR writing rooms. Failure by Approved users to return keys will result in a maximum of \$100 non-return fee.

Booking process

- Online application must be completed and lodged via application at ONLINE HDR ROOM BOOKING FORM .
- Once submitted, MGA staff will assess each application individually and either approve or decline applications.
- Approved user will receive an initial approval from the MGA via their Monash email account, notifying them of the start-date and end-date of their approved HDR writing rooms access.
- MGA will, if application is successful, email a confirmation granting access to one desk for a maximum of three months (3) in one of the Caulfield, Building T- HDR writing rooms.
- Approved user will be required to sign a form at MGA reception desk prior to the release to them of the room access key and lockable cabinet key, - MGA will ensure Approved User receive all necessary instructions including electronic access via Monash ID card to the HDR writing rooms.
- Approved users will be able to pick up allocated keys on the date the booking starts at the MGA Caulfield reception, within office hours (10am-6pm Mon-Thu, 9am-5pm Fri) and upon presentation of valid and current student identity card of which the MGA staff will retain a copy.
- Approved users will be given access to a lockable cabinet and will be given a lockable cabinet key.
- At the end of the three (3) month period an Approved user may apply for an extension to use the currently allocated desk for a further period; - An extension may be granted for any period the MGA may determine but not exceeding a further three (3) months.

Meanings

Approved user means a currently enrolled Monash graduate student undertaking a PhD or Masters by Research.
Booking period is the period designated on the initial approval form and includes the end-date as listed therein.
Permitted Use means non-commercial quiet study and research, including use of the common entrance area for meetings.
HDR Writing rooms are those spaces described in the Grant section of these terms and conditions.