

## MGA Family Meeting Room: Booking Form

Student Parent/Caregiver's Details			
Name		Surname	
E-mail			
Mobile		Alternative Phone	
Course			
Student ID			

Children's Details				
Full Name		Age		Allergies/Medical
Full Name		Age		Allergies/Medical
Full Name		Age		Allergies/Medical

Any additional instructions/information regarding your child, in case of an emergency

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Emergency Contact Person's Details			
Name		Surname	
E-mail			
Mobile		Alternative Phone	
Relationship to child			

- I have read and agree to comply with the terms and conditions of use of the MGA Family Meeting Room policy.
- I have read and agree to comply with the University's policy on 'bringing children onto campus.'  
<https://www.monash.edu/ohs/info-docs/events-and-people/children-on-campus>
- I understand that at no point am I to leave my child unattended, anywhere on campus and that the MGA takes no responsibility for the safeguarding of any person under 18 on University campus.

Signed:

Date:

## **FAMILY MEETING ROOM POLICY OF THE MONASH GRADUATE ASSOCIATION INC.**

VERSION AS AT MARCH 2022

### **Part I NEWS CONTENT**

#### 1. Application

This policy applies to all users of the Family Meeting Room or area designated by the MGA to be the Family Meeting Room wherever situate from time to time. This policy constitutes the terms and conditions of use of the room.

#### 2 Authorising Provision

This policy is made pursuant to the Associations Incorporation Reform Act 2012 (Vic) and subject to the MGA Constitution.

#### 3. Purpose

This policy determines the applicable rules and governance pertaining to the MGA Family Meeting Room.

#### 4. Meanings

“MGA Family Meeting Room” is currently located at the Caulfield MGA Graduate Lounge (Level 2, Building C), adjacent to the MGA office reception. However, the location may change from time to time.

“Permitted Use” The MGA Meeting Room may only be used for study purposes.

“Prohibited Use” means any unauthorised use of the MGA Meeting Room and includes child-minding services by whosoever provided.

“Graduate student” means a currently enrolled graduate student at Monash University

#### 5. Variation

This policy may be updated at any time and shall be placed on the MGA Website.

#### 6. Use of MGA Meeting Room

The MGA Meeting Room is intended as a study space for parents with children for permitted use and may not be utilised for any prohibited use.

#### 7. Amenities, Facilities and Resources

The MGA will make every endeavour to equip the Family Meeting Room with:

- Study space for 2 people
- Two office chairs
- White board and markers.

And include:

- Child activity table with two chairs
- Art utensils with a mini blackboard, whiteboard and drawing paper
- Reading corner with books for all ages, toys and puzzles
- Playmat and cushions.

## 8. Room booking protocol

8.1 The MGA Meeting Room will be available for booking from Monday to Friday between 11:00am and 4:00pm and can be booked for a maximum of 3 hours per day per graduate student.

8.2 To book the MGA Meeting Room, graduate students must email the [caulfield receptionist \(mga-caulfield@monash.edu\)](mailto:mga-caulfield@monash.edu) with their booking request, and provide the following details:

- their name
- the requested date;
- the requested start time and end time;
- The purpose of the booking e.g., individual study/group study/meeting.

8.3 Bookings will not be confirmed until the graduate student(s) requesting the booking receive an email confirming the booking by the MGA.

8.4 Confirmation of booking emails will be sent within 24 hours of the request (between Monday and Friday).

8.5 First time users will be required to fill in a registration form at the MGA Reception. The registration form will be valid until the end of each academic year.

## 9. Child Safety Obligations

9.1 A child brought to any Monash University campus must be under the direct supervision of an accompanying parent or guardian at all times, and responsibility and obligations for all aspects of that child's behaviour, welfare and safety are vested in that parent or guardian.

9.2 The MGA Meeting Room booking applicants must have read the Monash University policy and procedures for bringing children on campus as in existence and valid at the time of the application. Please see [here](https://www.monash.edu/ohs/info-docs/events-and-people/children-on-campus):  
<https://www.monash.edu/ohs/info-docs/events-and-people/children-on-campus>

9.3 The MGA Meeting Room can only be utilised for permitted uses; including but not limited to; small group meetings of graduate students, individual study.

9.4 Equipment, toys or furniture shall not be removed.

9.5 Only Monash University graduate students with children are permitted to book and use MGA Meeting Room. Family members and friends of graduates with children are not permitted to use the room.

9.6 The MGA Meeting Room can be used by individual parents or shared by two parents studying together. Any exceptions to this need to be requested from the MGA ([mga-caulfield@monash.edu](mailto:mga-caulfield@monash.edu)) prior to booking and confirmed by a staff member in writing.

## 10. MGA obligations

10.1 The MGA will endeavour to present the MGA Meeting Room in a clean condition fit for study purposes. The MGA is not the owner of the room. MGA administers it on behalf of Monash University. Any faults or hazards in the Meeting Room must be brought to the attention of the MGA staff immediately upon discovery. Any complaints about the heating or cooling must be reported to the MGA. MGA staff will then report the matter to the Monash University Building a Facilities Services.

10.2 The MGA takes no responsibility for personal loss of items or injury suffered as a result of the use or occupation of the MGA Meeting Room and makes no warranties whatsoever in respect to the use.

10.3 Failure to comply with these regulations may result in an exclusion from the MGA Meeting Room and/or any other MGA administered space and may be reported to the University authorities without notification.