



[https://docs.google.com/forms/d/1J9-SmaDvu83h6PvhICBpR0SWTxTrFn\\_yOqtuXG8fLbE/edit](https://docs.google.com/forms/d/1J9-SmaDvu83h6PvhICBpR0SWTxTrFn_yOqtuXG8fLbE/edit)

ABN: 86 800 958 958

### **MGA FAMILY MEETING ROOM – TERMS AND CONDITIONS**

<b>MGA</b>	<p>Monash Graduate Association Inc (MGA) is incorporated pursuant to the Associations Incorporations Reform Act 2012.</p> <p>MGA is a not-for-profit, representative association for Monash University (Australian campuses) enrolled graduate students.</p>
<b>Family Meeting Room User</b>	A Family Meeting Room user is a currently enrolled graduate student.
<b>Effective Date</b>	March 2022
<b>Disclosed Information</b>	The Monash University Student Identity Card; and The information provided in the application form for a Family Meeting Room
<b>Purpose</b>	The provide guidelines, rules and responsibilities with respect to the MGA Family Room

#### **1. BACKGROUND**

The MGA provides a Family Meeting Room at its Caulfield campus lounge in recognition of graduate parents having child care responsibilities and in recognition of the challenges they face when balancing work, life and study.

#### **2. LEGAL**

These terms and conditions are made pursuant to the MGA Constitution, and the MGA Family Meeting Room policy.

#### **3. Application**

This policy applies to all users of the Family Meeting Room Users or area designated by the MGA to be the Family Meeting room or rooms wherever situated from time to time.

#### **4. Authorising Provision**

These terms and conditions are made pursuant to the *Associations Incorporation Reform Act 2012* (Vic) and subject to the MGA Constitution.

## 5. Purpose

This policy determines the applicable rules and governance pertaining to the MGA Family Meeting Room. The MGA is not the owner of the Family Meeting Room. MGA administers it on behalf of Monash University.

## 6. Meanings

**Family Meeting Room User** means Graduate Student of Monash University permitted to use the calendar booking system including parents or carers and their child, but does not include family members, friends of graduates or any member of the public.

**MGA** means the Monash Graduate association

**The 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 or additional rooms may be added.

**Permitted Use** means the room may only be used for study related purposes including but not limited to revision, writing assessment, general academic endeavour, research, investigation and inquiry whilst at the same time providing a sense of security and comfort to the Family Meeting Room User that their child or children are in the room safe and entertained by the facilities and resources provided.

**Prohibited Use** means any unauthorised use of the MGA Family Meeting Room and includes any action contrary to law, child-minding services by whomsoever provided paid or unpaid, tutoring services by whomsoever provided paid or unpaid. Removal of equipment, toys or furniture is prohibited.

**Graduate student** means a currently enrolled graduate student at Monash University, regardless of campus of enrolment.

## 7. Variation

MGA shall have the right, at its sole discretion and at any time, to change or modify these terms and conditions. Any such amendment will be effective immediately upon posting to the MGA webpage.

## 8. MGA Commitment

The MGA is committed to providing a safe and comfortable Family Meeting Room for the use of graduate parents or carers including meeting legislative occupational health and safety thresholds. The MGA endeavours to deliver the Family Meeting Room:

- in good condition, clean and well-lit and comfortable; and
- which is reasonably fit for purpose as described in any advertising or promotion material; and;
- which can be reasonably expected to fulfil the objective of the meeting studying with children requirements.

## 9. Number of occupants

The Family Meeting Room (room C218) is intended for 2 people which includes the Family Meeting Room User and 1 child. However, in the event a graduate student needs to bring more than one of their children, the MGA Student Experience Manager or delegate, at his or her absolute discretion, may allow a variation to this rule. In the event individual graduate parents or carers wish to study together the MGA Student Experience Manager or delegate, at his or her absolute discretion, may grant permission.

## 10. Amenities, Facilities and Resources

The Family Meeting Room has:

- Two office chairs
- White board and markers
- 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.

## 11. Room booking period

The MGA Family Meeting Room is 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 Family Meeting Room User. In the event there are no subsequent bookings the MGA Student Experience Manager or delegate, at his or her absolute discretion, may allow an extension of this period.

MGA has the right to cancel bookings if keys are not collected within 30 minutes of booking start time.

## 12. Booking steps

To book the MGA Family Meeting Room, postgraduate students can either email the MGA directly or book the Family Meeting Room by using their Monash Student calendar. In the calendar booking mode the following details will be automatically provided to the MGA:

- email address
- the requested date;
- the requested start time and end time;
- once a booking is made the graduate student attends the MGA reception, completes a form and obtains a key.

## 13. Terms and conditions

Any graduate student using the MGA Family Meeting Room will be required to adhere to any terms, conditions or protocols of use, which will be provided by the MGA at the time the graduate student attends the MGA office for key collection and which will also be on the MGA website.

## 14. Child Safety Obligations

The MGA is committed to the Child Safety Standards of Monash University. The principle that all children have a right to be safe is also embodied in the MGA Child Safety Standards Regulations which is one of the governing documents of the association.

A child or children 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. All users of the MGA Family Meeting Room must ensure a child in their care is safe.

## **15. Problems with the Family Meeting Room**

Any faults or hazards in the Family 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 department. MGA will act as promptly as reasonably possible to remedy a problem.

## **16. Indemnity**

The **Family Meeting Room User** Entrant will indemnify the MGA its related entities, officers, directors and employees, from and against any and all claims, losses, liabilities, damages, settlements, expenses, and costs (including legal costs on a solicitor and own client basis) that arise out of or relate to any breach by the Participant of this Agreement or by any third party of the obligations it undertakes under this Agreement.

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

## **17. Unauthorised Use**

Failure to comply with this policy or any terms and conditions may result in an exclusion from the use of MGA Family Meeting Room and/or any other MGA administered space and may be reported to the University authorities without notification.

## **18. Privacy**

Any personal or private information disclosed to the MGA by a Family Meeting Room User will be treated as private. De-identified data necessary for research, or the compilation or analysis of statistics, in the MGA interest, may be used for publication and other MGA purposes under the MGA Constitution, but in any event will not identify any individual.

---