

# External Party Leasing - Procedures

## 1. Purpose of procedures

1.1 These procedures provide guidance for leasing space at UniSC to external entities, including not-for-profit companies, government agencies, commercial businesses, and community organisations. The objective is to promote effective utilisation of the University's facilities while maintaining alignment with its educational mission, values, and legal obligations.

1.2 This policy document must be read in conjunction with the linked Space Management – Operational Policy.

## 2. Scope and application

2.1 These procedures apply to all University staff involved in the leasing process with the exemption of leasing arrangements related to the University's Innovation Centre, or other UniSC managed co-working facilities.

## 3. Definitions

3.1 Refer to the University's Glossary of Terms for definitions as they specifically relate to policy documents.

## 4. Eligibility

4.1 External entities eligible for leasing space at UniSC must fall into one of the following categories:

- (a) Not-for-profit companies that demonstrate a mission compatible with the University's values;
- (b) Government agencies engaged in activities that align with the University's goals;
- (c) Commercial businesses that offer products or services that enhance the educational experience of the University community; and
- (d) Community organisations involved in activities beneficial to the University and its surrounding communities.

4.2 Selection principles are outlined in detail in APPENDIX A and must be used to evaluate all potential tenants.

## 5. Space availability

5.1 Space availability for leasing is subject to the University's facilities and scheduling constraints.

5.2 The University reserves the right to prioritise the use of its facilities for academic purposes and other internal activities. External leasing requests are evaluated on a case-by-case basis.

### 5.3 Application

5.3.1 Campus Development and Space Governance Committee (CDSGC) must review and endorse all space allocation, capital project works, and property leasing requests.

5.3.2 All requests must be submitted through UniSC Connect and in business case format.

5.3.3 Leasing requests from external parties must be supported by a current UniSC employee and endorsed by their respective Executive sponsor. The business case must address APPENDIX A and outline the value proposition to the University.

5.3.4 All requests must be reviewed by the Facilities Management/Information Technology triage team and the Space Advisory Group prior to the CDSGC.

## 6. Lease agreements

6.1 All external entities seeking to lease space must submit a formal request to the designated University department responsible for managing facility leasing.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

### DESIGNATED OFFICER

Director, Facilities Management

### FIRST APPROVED

21 December 2023

### LAST AMENDED

21 December 2023

### REVIEW DATE

21 December 2028

### STATUS

Active

6.2 Lease agreements are established through a legally binding contract that outlines the terms and conditions, including but not limited to:

- (a) lease duration;
- (b) rental fees;
- (c) maintenance responsibilities; and
- (d) the rights and obligations of both parties.

6.3 Lease agreements are subject to periodic review and may be renewed, based on the availability of space and the continued alignment of the external entity's activities with the University's strategic objectives.

6.4 Lease fees are established based on the type of tenancy proposed and the value add to UniSC that they bring. Lease fees are established in accordance with the principles outlined in APPENDIX B.

## 7. Rental fees and financial arrangements

7.1 Rental fees are determined based on factors including:

- (a) the type and size of the space leased;
- (b) market rates; and
- (c) the nature of the external entity.

7.2 Not-for-profit companies and community organisations are eligible for reduced rental rates or waivers, subject to the discretion of the University administration.

7.3 Financial arrangements, including invoicing and payment schedules, are agreed upon during the contract negotiation process.

## 8. Compliance and insurance

8.1 External entities leasing space at UniSC must comply with all applicable laws, regulations, and university policies.

8.2 Proof of insurance coverage, including general liability insurance, is required as a condition of the lease agreement.

8.3 Minimum insurance requirements are specified by Governance and Risk Management and this must be reflected in the lease agreement.

## 9. Termination and cancellation

9.1 The University acts in accordance with the terms and conditions contained within a lease agreement and in accordance with any relevant legislation in relation to Termination of the Lease.

## 10. Grievances and disputes

10.1 The University acts in accordance with the terms and conditions contained within a lease agreement and in accordance with any relevant legislation for the purpose of Dispute Resolution.

END

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### RELATED DOCUMENTS

- Hire of University Facilities - Operational Policy
- Resources - Room Bookings - Operational Policy
- Space Management - Procedures
- Third Party Retail Providers on USC Premises - Operational Policy

### LINKED DOCUMENTS

- Space Management - Operational Policy

### RELATED LEGISLATION / STANDARDS

- Retail Shop Leases Act 1994 (Qld)

[usc.edu.au/policy](https://usc.edu.au/policy)

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