

Guidelines on the use of Supreme Court facilities

Events at the Supreme Court of Victoria



Purpose of these guidelines

1. The purpose of these guidelines is to provide a mechanism and basis for the Court to determine when and on what terms it is appropriate for **Court facilities**¹ to be used by external organisations.

Requests for use of the Supreme Court facilities

2. In order for the Court to consider a request from an external organisation to use Court facilities, the *Event Application Form* on the Supreme Court website must be completed.
3. Consideration will be given (not exclusively) to the following factors:
 - a. the purpose of the event
 - b. whether a commercial benefit will be gained by the external organisation
 - c. the type/work of the organisation, and
 - d. whether there is a relevant connection to the Supreme Court, the work of the Court, the legal profession or to legal education or any other cause which the Chief Justice has endorsed.
4. The organisation will be notified in writing of the outcome of a request.
5. To minimise disruption to the Court's business and users of the Court, only in exceptional circumstances will more than one event per week be permitted to use any facilities.

Fees and charges

6. Cost recovery charges and a fee for an event will apply for use of facilities. Generally:
 - a. all direct and indirect overhead costs will be recovered by a cost recovery fee to cover the costs of security, staff, maintenance, wear and tear, utilities and services, and
 - b. organisations will be charged an additional fee of \$1500 (excluding GST) for use of the Supreme Court Library.

¹ 'Facilities' means any resources controlled by the Supreme Court including the Supreme Court Library and its environs, courtrooms, the Barak room, and mediation rooms.



7. The cost recovery fee will take the form of an hourly rate (or part thereof) and will be charged at rates variable for the use of facilities on weekdays and weekends. Please note the following rates are excluding GST:
 - Weekday rate: \$214.25 per hour
 - Saturday rate: \$279.39 per hour
 - Sunday rate: \$357.59 per hour

Conditions

8. Organisations wishing to use the Supreme Court Library must bear in mind that its primary use is that of a library, not a function centre. Accordingly, in order to minimise disruption to library users where possible, events should not commence before 6.00pm.
9. The event space is to be respected and organisers are responsible for behaviour of guests for the duration of the event.
10. The use of signage, corporate banners, photography or filming will require the Court's prior permission. Approval must be sought, and an outline of the proposed signage and/or banner, or intended use of photos/filming included in the organisation's application.
11. The Essoign Club is the preferred caterer in the library.

How to apply

10. A fully completed *Event Application Form* is to be sent to:

Events and Functions
Communication Services
Supreme Court of Victoria
Level 4/436 Lonsdale Street
Melbourne VIC 3000
commservices@supremecourt.vic.gov.au