



## Guidelines and Conditions of use for PACE Auditorium, Seminar and Meeting Rooms

**PACE Seminar and Meeting Rooms are primarily available for PACE staff and students. When not required for use by PACE staff and students, these rooms may be used for other purposes at the discretion of School of Pharmacy management.**

### Enquiries:

Contact UQ School of Pharmacy reception on 07 3346 1900 or email [enquiries@pharmacy.uq.edu.au](mailto:enquiries@pharmacy.uq.edu.au)

### Available Facilities

- Auditorium. Seats 360.
- Seminar Rooms. Adjacent rooms that can form a single large space. Each has seating for 64.
- Board Room. Seats 15 – 25.
- Interaction Space. Has varied seating and tables, kitchen, and opens onto balcony area.

### Booking Costs

- Facilities are available for bookings:
  - Auditorium \$200 for less than 2 hours. \$1,000 per day. Plus charge for any AV support.
  - Seminar Rooms. Single/double \$100/\$150 for less than 2 hours. Single/double \$350/500 per day. Plus charge for any AV support.
  - Board Room. \$200 for less than 2 hours. \$500 per day. Plus charge for any AV support.
  - Interaction Space and meeting rooms. Negotiable.
- Minimum \$100 fee is payable for AV support.

### Access to PACE

- Access to PACE is via Cornwall Street (Main entry) or via Kent Street (car park).
- A limited number of visitor parking bays are available by arrangement.
- Visitors should report to the School of Pharmacy Reception on Level 4 (Cornwall Street Level).
- Equipment and material to be directed to the PACE Loading Bay which is accessible from the driveway at the eastern (PA Hospital) end of the PACE Building, off Cornwall Street.

### Facilities/Equipment

- Multimedia projector facilities are available.
- You must provide your own laptop and laser pointer if required.

- You are responsible for providing any additional facilities you may require.

### **Bookings**

- Bookings must be made in advance and may be booked on a regular and ongoing basis, though PACE reserves the right to cancel bookings in exceptional circumstances.
- Please notify PACE Reception (Ph. 3346 1900) in advance of any cancellations. This will ensure that another group has access to the facility.
- Please be responsible for occupying and vacating the room within the times scheduled.
- Please contact PACE Reception to arrange a time to view the facilities prior to booking.
- Email confirmation will be sent for all bookings.

### **Catering**

- Caterers are welcome.
- Caterers should be advised to pick up trays etc on the day. PACE will not accept responsibility for loss of caterer's equipment.
- Food and drinks should not be served in the Seminar Rooms. For large groups, please arrange for catering to be set up in the Interaction Space or the balcony area on Level 4.
- Any remaining food and drinks should be removed immediately after the event.

### **Parking and Public Transport**

- A small number of visitor parking bays are available, and there are 'Park & Pay' bays on Level 2.
- There is a 2-hour parking limit in most streets in the vicinity of PACE
- Utilise public transport (Translink Public Transport at UQ [www.translink.com.au/uq](http://www.translink.com.au/uq)). We can provide further details of the ready access via bus and rail.

### **Emergency/Evacuation**

- In an emergency, ring 000, and then contact UQ Security on 3365 3333.
- If instructed to evacuate, either by the loud-speaker system or directly by the area Fire-Warden, then occupants of the room must comply with the instructions. The assembly point is the entrance to the car park on Level 2.

### **No Smoking**

- In accordance with UQ Policy, smoking is not permitted anywhere in the PACE building, and not within ten metres of any entrance to the building.

### **Before leaving the room, please ensure that:**

- The rooms are left in their former state.
- Electronic equipment has been turned off and put back in place.
- Report any problems with the state of the room to PACE Reception.
- Failure to adhere to the Conditions of Use will lead to a penalty of \$75 to cover cleaning costs.