

USE OF THE MEC – Terms & Conditions

The Medical Education Centre (MEC) is a University of Sydney operated building. It is an educational space, not an event space. Staff do not provide support for activities booked in the MEC.

Key Contacts

Concord Clinical School admin (8am-4pm M-F):	9767 9782
Emergency:	2222 on in-hospital phones OR 000
CRGH Security:	9767 6223
USYD AV & IT Support:	9351 2000

Building Hours

- The main doors to the MEC are open between 8am – 5pm.
- Concord Clinical School office hours are 8am - 4pm.
- The library is open 8.30am – 5pm.
- Requests for activities outside of 8am – 5pm M-F require approval. See 'After-Hours Activities' for more information.

'After-hours' activities

- Approval for all afterhours activities is at the discretion of Concord Clinical School management.
- Concord Clinical School or University of Sydney staff will not be on site for afterhours activities. By booking an 'after hours' activity you are agreeing to be responsible for the safety and wellbeing of all attendees.
- It is the responsibility of the group facilitator to ensure all attendees leave the building safely at the end of the activity.

Room Set-Up and Cleaning

- It is the responsibility of the booking group to set up rooms prior to the activity and return the room as found after the activity.
- Bins are provided in common spaces all around the building for any rubbish and there is an expectation that each group clean up after their activity.
- We do not arrange additional cleaners for larger bookings. If bins are near full or overflowing, you are required to empty bins and to dispose of all rubbish in the bins out the back of the MEC building.
- Failure to leave the space in an acceptable state will result in future bookings being declined.

Wi-Fi

- The MEC does not provide guest WIFI.
- SLHD staff can access the SLHD WIFI network within the MEC.
- For students, staff and affiliates of the University of Sydney, please access the UniSydney network using your Unikey and password.

Parking

- There is no designated parking for staff or visitors to the MEC. Paid parking is available via the Hospital Road carpark or street parking.

Catering

- We do not arrange catering; however, you can arrange your own catering.
- We recommend that your catering is delivered close to the required time as there is no access to refrigeration services.
- Please ensure you have booked the foyer space if food is being serviced as food is not permitted in the rooms.
- We also advise that you bring signage to indicate the catering is for your group. There are often students around who may mistake your catering for an educational activity.
- There is a zip tap with hot and cold water in the foyer. Electrical urns are not permitted in the building.
- Tea, coffee, milk, cups are NOT provided. Please bring your own if required.
- **Note:** Attendees do not have access the student space on the ground floor.

Provision of alcohol

- All meetings involving the supply of alcohol must follow the Principles and Guidelines of the University's Liquor Accord.
- It is the activity holder's responsibility to ensure the catering provider has the appropriate licencing and is responsible for the safety and wellbeing of their attendees.

Audio Visual (AV) & Information Technology (IT) in the MEC

- The AV & IT systems are operated by the University of Sydney. If you are unfamiliar with the systems, we recommend you visit the MEC prior to your activity to familiarise yourself with the technology and arrive early for your activity to troubleshoot any unforeseen issues.
- There is no dedicated AV support on site. You will need to contact the University of Sydney AV support team on phone: 9351 2000 for AV support.
- Whilst we do our best to keep our AV working, sometimes we are unable to repair issues on the day.
- **Zoom & MS Teams:** The University of Sydney primarily uses Zoom and technology in the MEC reflects that. MS Teams can be accessed via a web browser.

Accessibility

- The MEC is equipped with accessible entrances, lifts, and bathrooms. Please see the building map on page 4 for locations. Please speak with a member of our staff for further information and instructions regarding the use of the accessibility lift in the Auditorium.

Airconditioning

- There are air conditioning panels in most rooms within the MEC. These can be manually adjusted according to your group's comfort.
- There is no heating or cooling in the open areas within the MEC.

University of Sydney Education timetable

University of Sydney Education activities take priority and in booking these spaces you acknowledge and agree to the terms by which the University of Sydney can cancel or move your booking if required, potentially at short notice.

Emergency Procedures

Emergency phone number: 2222 or 000

- For all emergencies, including medical emergencies, fire, or threats requiring evacuation, please dial 2222 on the in-hospital phones located in most offices around the MEC and in the foyer (as shown on the map on page 4).
- If you cannot locate an internal phone, please call 000.
- When safe to do so, please notify Concord Clinical School staff.

Evacuation

- Please familiarise yourself with the evacuation paths in the MEC outlined in the map on page 4.

Security

Concord Hospital Security: 9767 6223

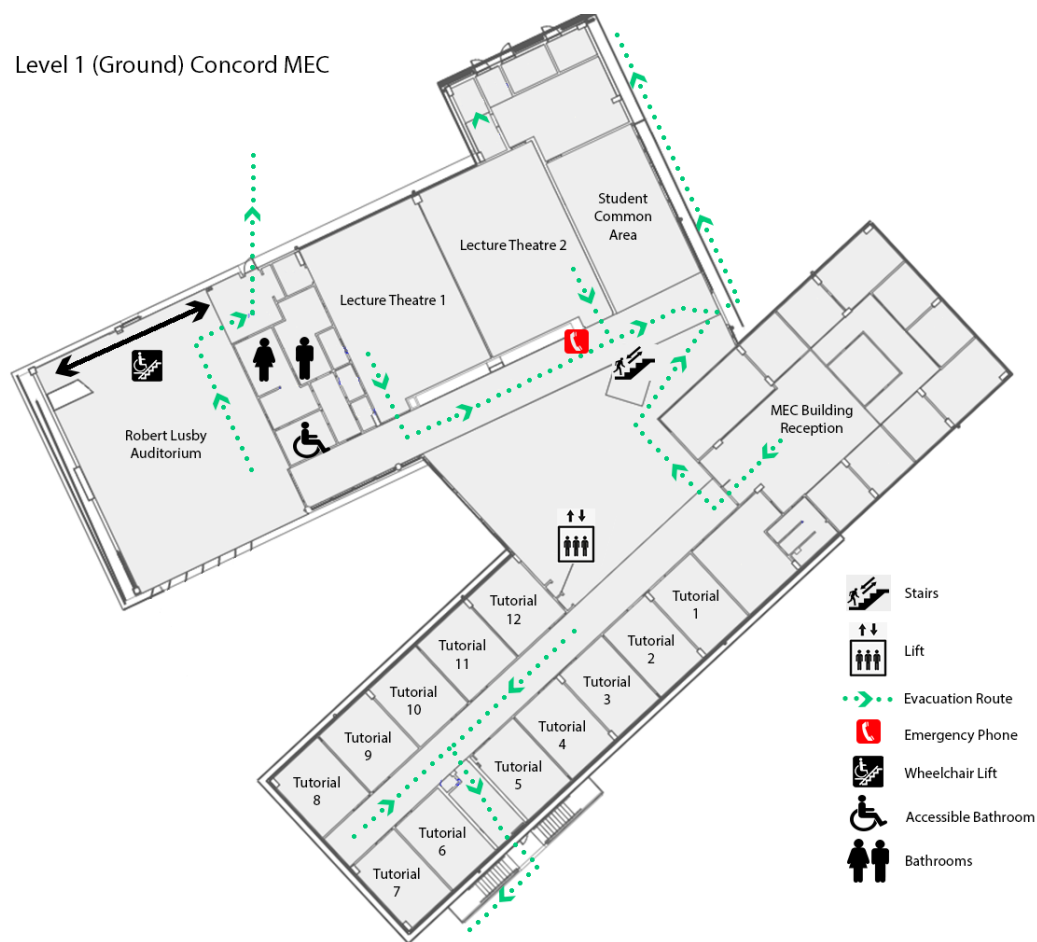
- There are duress alarms located at the front of lecture theatre 1 & 2, and at the front of the auditorium. In the case of a security threat, pushing this button will notify Concord Hospital security that you need urgent assistance.

Incident Report

- All incidents including 'near misses' are to be reported to Concord Clinical School staff either in person or via concord.bookings@sydney.edu.au.

Evacuation plans

Level 1 (Ground) Concord MEC



Level 2 Concord MEC

