

Use of WIA Premises by Others

From time to time, the Wireless Institute of Australia may have excess space available within its owned property, and which may be made available to others for either general use or the storage of appropriate material, for an agreed period at an agreed fee.

The minimum period of a Use Agreement is seven days and the maximum period is twelve months.

A Use Agreement may be renewed or extended with the written agreement of both parties. The rate will be renegotiated on the extension or renewal of the agreement, taking into consideration a review of current commercial fees in the area for the particular usage.

A verbal extension of a Use Agreement is not acceptable.

The space provided is to be suitably delineated by the WIA. Encroachment beyond this defined area will make the Use Agreement invalid unless the WIA Office Manager agrees to a short-term (less than 7 days) additional area being made available.

AVAILABLE SPACE, SECURITY CONSIDERATIONS and CONDITIONS

1. The space to be made available to another party should not cause the WIA's property or contents to be any less secure than they were without the other party's property being stored on the premises.
2. The use of rented space shall in no way affect the normal operations of the WIA.
3. The nature of the usage or item/s being stored should be clearly declared and agreed to by both parties. Items brought onto the premises must not include any hazardous, dangerous, perishable or illegal items.
4. Items stored are at the owner's risk and must be insured appropriately. The WIA is in no way responsible for any loss or damage to the stored items what-so-ever.
5. Any usage of the premises and all personnel likely to enter the site must be:
 - a. Appropriately covered by the WIAs existing building and public liability insurance policies, or
 - b. Appropriately covered by the renter's insurance policies, a copy of which is to be provided to the WIA prior to the agreement being entered into.
6. All payments are to be made 30 days in advance.
7. 30 days notice of terminating the agreement can be given by either party in writing.
8. Access will only be made available during WIA Office hours, i.e. 10.00am to 4.00pm Monday to Fridays on normal WIA working days, or by prior arrangement with the WIA Office. The renter of the space is to make contact with the office 48 hours before access is required.

Agreed Fee

The agreed fee is to be based on a nominal 85% of current similar commercial fees. The reduced fee is to compensate for the restricted access situation and the nature of the area within the WIA storage space.

Ideally, the space to be made available to the renter should be isolated and secured from 'normal' WIA working space. If we are only considering an enclosed, lockable vehicle, caravan, enclosed trailer, locked container etc (contents to be declared) then by agreement between both the WIA and the owner of the stored item/s, a defined storage space marked on the floor should suffice. (This is the least costly and demanding proposition on the WIA, however it still means that a 24hr access is not viable due to the need for WIA security).

Policy No. 26042016