



YACKANDANDAH COMMUNITY CENTRE

HIRING OF ROOMS IN YACKANDANDAH COMMUNITY CENTRE

HIRING

1. Community groups, businesses or individuals wishing to hire room/s in the Centre must first contact the office (02 6027 1743) or book a room on the Centre's website (ycc.org.au/Facilities).
2. Details including name, address, phone number, email address and details of booking – date, time of start & finish etc. must be provided.

FEES AND CHARGES

3. There is a one-off session charge of \$12.50/hour including GST unless agreed with the Manager.
4. This fee can be paid by the session, term, monthly or quarterly.
5. A receipt will be issued on request.

CONCESSIONS

6. Concessions may be offered at the discretion of the Manager and staff.

REFUNDS

7. Cancellation fees will be charged at the discretion of the Manager. Currently this is 50% of the session fee. No refund shall be given after the event has begun. Full refunds of fees will be given if the Community Centre cancels the booking.

KEYS

8. Please contact the Manager or office staff regarding collection of keys (02 6027 1743).

CLEANING

9. The Centre is hired on the understanding that the hirer is responsible for leaving facilities in a clean and reasonable condition. Floors must be swept or vacuumed as appropriate after use. Cleaning equipment is provided.

SECURITY AND SAFETY

10. All windows and doors must be locked before vacating the premises. Any electrical equipment and lights that have been used must be turned off.

ASSOCIATED POLICIES AND REFERENCES:	None		
CONTACT PERSON:	APPROVING COMMITTEE IDENTIFICATION:	DATE APPROVED:	DATE FOR REVIEW:
Manager	Committee of Management	1/1/15	1/1/18
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HEATING AND COOLING

11. The air conditioners may be used at any time. Please ensure that they are turned off before vacating the premises.

OTHER EQUIPMENT

12. A whiteboard is available for use in the Board Room. Only whiteboard markers must be used, and the board cleaned after use.
13. The fridge is available for use at any time. It is advisable to take goods with you as other groups use the premises.
14. A kettle and urn are available for use. Please ensure these are turned off after use. Tea and coffee will be supplied by prior agreement for a small charge/donation.
15. Furniture may be re-arranged by lifting, but must be returned to original positions before vacating the premises ready for the next group.
16. All users and staff should notify the Manager when they notice any maintenance needs of any equipment.
17. The Centre does have equipment available for hire including projector and screen, laptop computers, I pads, digital cameras and portable microphone. Please contact the staff for further information.

INSURANCE

18. Insurance coverage is provided by the Centre's insurance policy **only** for those attending Centre-approved meetings or workshops.

SMOKING

19. The Centre is a strictly non-smoking area within and around the building.

LOSS OF AND DAMAGE TO EQUIPMENT, FITTINGS OR BUILDINGS

20. Deliberate damage to the Centre, fittings or equipment by volunteers, staff or other groups or individuals using the building will be paid in full by the person or group responsible. Serious damage will be reported to the Police to be dealt with.

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