

BRAYBROOK COMMUNITY CENTRE

ROOM HIRE

CONDITIONS OF USE BOOKLET

JULY 2018 - JUNE 2019



Braybrook Community Hub
107-139 Churchill Avenue
Braybrook VIC 3019
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NOTES

1	Application Form.....	5
2	Bookings	5
3	Fees	7
4	Cancellations.....	8
5	Security Bond	9
6	Public Liability	10
7	Emergency Requirements.....	10
8	Noise Level / Finishing Time	11
9	Set Up	11
10	Centre Facilities	12
11	Cleaning.....	12
12	Closing Up Procedures.....	13
13	Operational Procedures	14

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APPENDIX 4

EMERGENCY PLAN MAP



★ Primary Assembly Area

Skinner Reserve on or near oval. If safe to do so, community centre, library, men's shed and sports pavilion to use primary assembly point.

★ Secondary Assembly Area

Car Park beside Lance Reichstein Playground (Airplane Park)

If safe to do so, cohealth, Melbourne City Mission and MCH to use secondary assembly point

Appendix 1	After Hours Emergency Procedures	16
Appendix 2	Emergency Responsibilities (Business Hours)	18
Appendix 3	Emergency Responsibilities (After hours)	20
Appendix 4	Emergency Plan Map	22

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When evacuation is complete:

8. Confirm the roll call of:
 - Clients
 - Visitors to your group
 - Staff/volunteers of your group
9. Notify the Emergency Services Officer in Charge of the actions taken and results of the roll call.
10. When the emergency situation has subsided, give the all clear and advise employees, visitors and clients that it is safe to re-enter the building.

It is up to your Group to take action, do not leave it to others to act on your behalf.

FIRST AID OFFICER.

A designated first aid officer in your group will be responsible for the management of first aid / medical emergencies.

APPENDIX 3

EMERGENCY PROCEDURE RESPONSIBILITIES (After Hours)

**After Business Hours. All Individual groups will be Responsible for
Emergency Procedures**

**THE PRIMARY ROLE IS THE SAFE AND ORDERLY EVACUATION OF
PERSONS FROM THE DANGER ZONE TO A SAFE AREA.**

NOMINATED EMERGENCY LEADER

DUTIES:

1. Establish type, extent and location of emergency.
2. Determine the nature of the emergency; notify the appropriate emergency service and co-ordinate the evacuation of your group if required.
3. Ensure that your group members go to the allocated evacuation point and remain there until further notice.
4. Ensure a head count is done to ensure all members of your group are accounted for.
5. Allocate a person to meet the Emergency Services on arrival to the Centre.
6. Delegate responsibilities to other group members as required.
7. Inform Centre Management as soon as possible so Incident Reports can be completed.

ROOM HIRE - CONDITIONS OF USE

JULY 2018- JUNE 2019

Maribyrnong City Council's broad objective is to encourage and develop a range of diverse activities and opportunities within community facilities.

1. Application Form.

- 1.1 An application must be completed in full and signed.
- 1.2 The hirer, having signed the form, undertakes to comply with the Conditions of Use.
- 1.3 If the application is on behalf of a club, the application must be signed by the President or Secretary.
- 1.4 Completion of the application does not necessarily mean approval will be given. Approval will be given in writing.

2. Bookings.

Please Note: There may be times where we will need to cancel your activity due to unexpected circumstances and council events. Should the need arise to cancel your activity, we will endeavour to provide you with as much notice as possible so that you can inform your members.

In the event of a Local or State Emergency: The Braybrook Community Hub may be designated for use as an Emergency Relief Centre. In the event of such an emergency, Maribyrnong City Council may not be in a position to provide any prior notice that your booking is cancelled. The hiring fee and any bond will be refunded.

- 2.1 All requests for room hire must be made in writing by completing a Room Hire Application. The facility hiring times are:

Monday - Sunday 9am - 11pm

2.2 Booking types

- 2.2.1 **Regular Room** hire applies to at least 32 weekly bookings, 10 monthly or 5 bimonthly bookings per year by the same group.
- 2.2.2 **Casual hire** applies to a maximum of four bookings per year that are not celebratory focused. Examples of these include working group meetings, workshops, training etc.
- 2.2.3 **Function hire** applies to a once off booking for celebratory events such as community events, weddings, engagements, birthday parties, reunions etc that are generally outside of normal business hours. Bookings cannot be accepted with less than 2 weeks notice prior to the function date.

2.3 Variations to these conditions can be negotiated with the centre facilitator.

If any variation is agreed upon it will be attached in writing to the Conditions of Use and signed by both parties. Groups are only permitted to use areas that they have agreed to use. If groups are using unauthorised areas, further bookings may be cancelled.

2.4 Room spaces available and capacity.

Room	Maximum Number
Community Hall	80
Community Meeting Room 1	8
Community Meeting Room 2	12
Library Meeting Room 1	10
Library Meeting Room 2	4
Computer Training Room	10
Library Meeting Room 3 and 4	10
Sports Pavilion*	60
Kitchen	10

*no after ours bookings

WARDEN – CENTRE ADMINISTRATION

DUTIES:

1. Upon notification of the emergency, assess the situation.
2. Direct building occupants as per Chief Warden Instructions and/or follow relevant emergency procedure.
3. If necessary evacuate area.
4. Provide brief to Chief Warden of actions taken and roll call of employees and visitors at the nominated assembly area.

FIRST AID OFFICER

The designated first aid officer will be responsible for the management of first aid / medical emergencies. The Chief Warden will need to be involved to assist in co-ordinating the response.

APPENDIX 2

EMERGENCY PROCEDURE RESPONSIBILITIES (Business hours)

During Business Hours Centre Staff will direct groups through an evacuation

THE PRIMARY ROLE IS THE SAFE AND ORDERLY EVACUATION OF PERSONS FROM THE DANGER ZONE TO A SAFE AREA.

CHIEF WARDEN – CENTRE FACILITATOR

DUTIES:

1. Determine the nature of the emergency; notify the appropriate emergency service and co-ordinate an evacuation if required.
2. Establish type, extent and location of emergency.
3. Communicate with the Warden.
4. Ensure emergency services have been notified and that a person is available to meet them on arrival.
5. Delegate responsibilities as required.

When evacuation is complete:

1. Confirm the roll call of:
 - Clients
 - Visitors to the Centre
 - Staff
2. Notify the Emergency Services Officer in Charge of the actions taken and results of the roll call.
3. When the emergency situation has subsided, give the all clear and advise employees, visitors and clients that it is safe to re-enter the building.

3. Fees

- 3.1 Fees charged will be dependant on the category of the hirer, type of group activity and/or time of booking. Refer to the table below.

Rate A: Commercial Rate	Rate B: Community Rate
For Profit Organisations	Incorporated Associations Not For Profit
Function hire	Schools, Playgroups
Community Event	Churches
Private RTO's	Ethno Specific Groups
Employment Agencies	Social Support & Disability Programs
	Funded and Non Funded Programs

- 3.2 **Regular Room Hire Payment** is requested upon receipt of an invoice and must be paid prior to the commencement of your booking. Invoices will be issued on the **15th** of the month prior to the use of the facility, and must be paid within **14 days**. If payment has not been received within these conditions, future access to the centre may be cancelled.

3.2.1 To ensure groups are not charged for their reserved booking, cancellations must be received a minimum of 5 business days prior to the reserved booking time.

3.2.2 Projected alterations of extra use of the facility must be requested in writing and approval sought from the Community Centre Facilitator before additional use is granted.

Variations to Regular Room Hire cannot be accepted over the phone.

- 3.3 **Casual Room Hire** must be paid in full 10 business days prior to the booking.
- 3.3.1 Full payment for Casual Room Hire will be charged if cancellations are not received in writing 5 business days prior to the booking. This includes the partial cancellation of a booking.
- 3.4 **Function Hire** requires a non refundable deposit of \$50 upon making the booking. This will be deducted from the full booking fee.
- 3.4.1 Full payment for function hire must be paid no later than 10 business days prior to the booking date. If payment is not received within this time, the booking may be cancelled and the deposit forfeited.
- 3.5 If payment is not received in line with the conditions of use, future access to the facility may be denied until all outstanding monies are received. If you have difficulties in making payments, it is recommended that you contact the Centre to negotiate a payment plan.

4. Cancellations

- 4.1 To ensure your group is not charged for your reserved booking, all cancellations, partial cancellations and/or variations must be received in writing 5 (five) business days prior to the booking time.
- 4.2 If the cancellation, partial cancellation and/or variation is not made within the set time limit, full payment of the booking will still be charged to your group and/or deposit forfeited.
- 4.3 Cancellations, partial cancellations and/or variations can be forwarded by mail, email and in person by filling out the **Notice of Booking Cancellation/Variation** form. This can be obtained upon request.
- 4.4 Cancellations, partial cancellations and/or variations will not be accepted over the phone.

MEDICAL EMERGENCY

- Only move the person if they are in immediate danger and IF SAFE TO DO SO
- Notify designated first aid officer
- Ring AMBULANCE 000
- Stay with casualty and provide support until medical assistance arrives.

EXTERNAL EMERGENCY

- Move persons in immediate danger to safety
- Report to your Group Leader
- Call Emergency Services on 000.

EVACUATION

- Emergency Group Leader to co-ordinate movement to a safe area
- Group members are to obey the instructions of the Group Emergency Leader
- Proceed to the nominated assembly area.

EVACUATION ASSEMBLY AREA

- **Primary Assembly Area:** Skinner Reserve (oval)
- **Secondary Assembly Area:** Car park beside Lance Reichstein Playground.

Any group using the Centre is responsible for their group members. If you are sharing the facility at the same time with another group, all groups are required to follow the instructions.

See Map (page 22) provided to determine emergency exit routes out of the Centre.

APPENDIX 1

AFTER HOURS EMERGENCY PROCEDURES

EMERGENCY SERVICES 000

Responsible Person:

Emergency Group Leader

FIRE & SMOKE

- Move persons in immediate danger to safety
- Isolate fire by closing doors/ windows
- Call Emergency Services on 000
- Alert others in the building of danger
- Attack the fire using an extinguisher IF SAFE TO DO SO
- Evacuate your group to the closest evacuation assembly area
- Await instruction from Emergency Services before returning to the building.

AGGRESSIVE PERSONS AND/OR HOSTAGE SITUATION

- Move persons in immediate danger to safety and retreat to an area that preferably can be locked
- Call Emergency Services on 000
- Record details of offender
- Await further instruction from 000
- Do not leave the area until safe to do so.

5. Security Bond

- 5.1 A Security Bond of **\$500.00** is required for room hire occurring out of normal business hours (9am – 5pm, Monday to Friday).
- 5.1.1 This bond will be paid in addition to the hire fee, as a guarantee of fulfilment of the conditions of hire, and as security against any damage to the building or any fittings and furniture contained within the building.
- 5.2 A Swipe Card Bond of **\$60.00** per card is required. If the card/s are lost or misplaced, the bond of \$60.00 per card will be forfeited. The card/s are required to be returned the next working day after the completion of the hire agreement.
- 5.3 An invoice will be forwarded to meet the full recovery cost if:
- All rubbish is not removed
 - Additional cleaning is required
 - There is damage to the centre
 - The premises is not vacated by the agreed time
 - There is any other extraordinary cost (i.e. Security call out costs are incurred of at least \$80.00)
- This invoice must be paid immediately to ensure any further continuation of hire or deducted from the bond.
- 5.4 The Security Bond can be paid by cash, EFTPOS, credit card or cheque. **Please note** if paying by cheque, payment is required 14 days prior to the commencement of hire. The security bond must be paid separately to the hire fee.
- 5.5 Full payment of bond will be refunded if all conditions are adhered to and after any additional expenses have been deducted and will be returned to the hirer within 2-4 weeks from Maribyrnong City Council via direct bank transfer. The hirer shall provide in writing (email) their bank details for this refund to proceed.

Please note if “Break Glass” functions are activated due to misuse of hirers, a fee of \$80 will be deducted from the bond or invoiced to the group.

6. Public Liability.

- 6.1 Current Public Liability Insurance is a mandatory condition of hire. The Hirer must hold a Public Liability Policy for a minimum of \$20 million.
- 6.2 If the group does not have Public Liability Insurance, an additional **POA charge** per visit will be charged. Council's Public Liability Insurance can only be used by each group 52 times per year. If hirers are hiring more than 52 times per year, they will require their own Public Liability Insurance.

7. Emergency Requirements.

- 7.1 All groups are responsible to adhere to Emergency Requirements regardless of when they hire the facility. In the advent of an Emergency during normal business hours, Centre staff will coordinate all Emergency Response Procedures.
- 7.2 Groups using the Centre outside standard business hours will be required to implement Emergency Response Procedures as outlined in this document. Please note, regardless whether there is a single user or multiple users in the centre at the same time, EACH group will be responsible to implement the Emergency Response Procedure.
Each group has a Duty of Care to its members.
- 7.3 Each group will be required to nominate on the application form, a person who will be responsible to implement the Emergency Response procedures in the event of an emergency.
- 7.4 The primary person will ensure that the Emergency Response person nominated has a copy of both their Responsibilities and Emergency Procedures as outlined in this document.
- 7.5 Should the group activate the fire alarm and the MFB has attended the site, all costs associated with the call out will be charged to the group responsible.

- 13.9 Any group planning to sell alcohol must apply to the Liquor Licensing Commission for the appropriate liquor license. A copy of the liquor license must be presented to the Centre Facilitator before the activity can commence.
- 13.10 Declared community or charity organisations wishing to conduct minor gaming activities on the premises must apply to the Victorian Gaming Commission for the appropriate permit. A copy of the permit must be presented to the Centre Facilitator before the activity can commence.
- 13.11 All emergency exit doorways and passageways **ARE** to be left clear at **ALL** times in compliance with Emergency Evacuation Procedures.
- 13.12 No illegal substances are allowed on the premises.
- 13.13 Any group planning to sell food to either their members or the general public must apply to Maribyrnong Council's Environmental Health Services Unit for the appropriate food permit. A copy of the permit must be presented to the Centre Facilitator before the activity can commence.
- 13.14 Copyright compliance is the hirer's responsibility. The hirer hereby indemnifies the Council against any claim for breach of Copyright. It is recommended that hirers contact the Australian Performing Rights Association on 9426 5200 for more details.
- 13.15 All groups are requested to respect residents in the surrounding area and please leave quietly.
- 13.16 Please note if "Break Glass" functions are activated due to misuse of hirers, there will be a fee of \$80.00 incurred.

13. Operational Procedures.

- 13.1 Centre management is not liable for damage or loss of equipment or goods belonging to users whilst on site at the centre.
- 13.2 The hirer will provide to Centre staff a copy of any key/s used to lock their goods/equipment in storage rooms or cupboards. The room or cupboard will only be accessed by staff when necessary. e.g. to check for vermin.
- 13.3 The Centre has a shared space philosophy. All users are to respect the rights of others including equipment and belongings. Do not use equipment that does not belong to your group.
- 13.4 Users are required to set-up and stack away furniture as required for each hire.
- 13.5 All breakages and damage must be reported promptly to Centre staff so that repairs and/or replacements can be effected. Compensation for damage may be required. Groups not reporting damage/maintenance requests may have their hire agreement cancelled.
- 13.6 Children must be supervised by a responsible adult at all times whilst in facility. **This is not negotiable.**
- 13.7 Hirers are responsible for cleaning all spillages that occur during the hire period. This includes spillages on chairs.
- 13.8 Maribyrnong City Council Facilities are non-smoking environments. Smokers should always be 5 metres away from entrance doors and windows in accordance with Council's Non-Smoking Policy. Non-adherence to these requirements could result in cancellation of future hire.

- 7.6 Groups who access the Centre outside normal business hours and do not nominate an Emergency Response person will be refused hiring rights to this facility.
- 7.7 Your Emergency Response person will be required to attend a mandatory formal training session once a year at the Centre to ensure they are aware of responsibilities.

For Emergency Procedures and Responsibilities, see Pages 16-22.

8. Noise Level / Finishing Time.

- 8.1 The hirer will lower the noise/music or discontinue the noise/music if requested by local residents and/or police.
- 8.2 ALL HIRERS must have cleaned up and facility vacated by the stipulated time on the signed agreement.
- 8.3 A nominated responsible person must be on site throughout the negotiated hire time and be responsible for hire behaviour.

9. Set Up.

- 9.1 Set up time is included in the hire time.
- 9.2 The centre is a shared space, all hire areas must be returned to their original set up prior to the hirer leaving.
- 9.3 All decorations/posters are to be removed at the end of each hire.
- 9.4 **No decorations/posters are to be stuck onto the acoustic panels in the hall. This includes all types of adhesives such as blu tac and sticky tape. Groups who do not adhere to this will be charged a cleaning fee.**

Please Note: No drawing pins or other material which will puncture walls, floor or other surfaces are to be used. Blu Tac is highly recommended

10. Centre Facilities.

- 10.1 There is limited cutlery, crockery, cups, spoons, knives, serving platters etc. provided as communal use if the kitchen has been hired. If you are using these resources, the hirer is responsible to clean and return equipment to its place of storage.
- 10.2 Equipment available in the kitchen includes: microwave, stove and oven (x 1), dishwasher and refrigerator. If a hirer is using any of this equipment, it must be cleaned by the end of each hire. **This includes unpacking the dishwasher.**

11. Cleaning.

- 11.1 The hirer is responsible for leaving the facility in a reasonably clean and tidy condition.
- This includes:
- All rubbish to be taken from the facility after each hire. Do not dispose rubbish in surrounding public bins.
 - The hirer is to provide their own plastic garbage bags and cleaning products
 - All surfaces including tables, chairs, stove, bench tops and sinks to be wiped clean
 - All floors to be swept, mopped and/or vacuumed
 - All chairs are to be stacked in the storage area or respective rooms after wiping
 - All brooms and cleaning equipment to be returned to kitchen area
 - All toilet areas to be lightly cleaned
 - Clean all whiteboards if applicable
 - Spot clean all glass surfaces
 - Foyer areas including furniture, brochures/papers need to be kept tidy.

12. Closing up Procedure.

- 12.1 Groups requiring access after hours are required to nominate a Primary Swipe Card Holder who will be responsible for the opening and closing of the Facility. The Swipe Card holder will be requested to fill out a Swipe Card Holder Registration Form and will be shown access procedures.
- 12.2 The hirer must renew their Swipe Card holder Registration at the start of every agreement.
- 12.3 If onsite Leaders change within the hire period, new leaders will need to be officially inducted by Centre Staff.
- 12.4 Swipe cards issued **must not** under any circumstances be reissued to any other person or group.
- 12.5 Swipe card holders should not be in the building outside allocated hours. Breaches of these conditions will terminate the right to use the venue and keys will be confiscated and hire cancelled.
- 12.6 Users must ensure that the facility is left in a clean and tidy state. Please refer to Section 9 of this agreement.
- 12.7 All rubbish must be taken away by the hirer, including bottles and food scraps. Please refer to Section 11 of this agreement.
- 12.8 Hirers are responsible for ensuring that all windows and doors in the building are securely locked before leaving.
- 12.9 For after hour's hirers, please ensure that everyone is out of the facility by the agreed hire time.