



Duntroon Community Centre

CONDITIONS OF USE OF DUNTROON COMMUNITY CENTRE (DCC) FACILITY

DECLARATION OF UNDERSTANDING

1. Booking/Hiring Fee

Eligibility to hire the Duntroon Community Centre (DCC) is conditional to the following criteria:

- You must be a financial member of the Duntroon Community Centre and
- An active member of the Duntroon Community Centre and/or A Defence Force Member; and
- Notice has been provided to DCC a minimum of five (5) working days prior the planned event.

\$100.00 bond is required when the DCC is used for a private function e.g. Birthday parties, christenings etc. The **Centre requests a minimum donation of \$75** for the use of the facility and equipment. A signed declaration stating the comprehension of the outlined conditions is to be signed when the bond is paid and before the function commences. **Please note that “Nuts, food that contains nuts or traces of nuts is not permitted on the premises.** When the function has finished and the Co-ordinator/Committee is satisfied with the condition of the room, the bond will be refunded.

It is required that the DCC is to be left in a condition suitable for immediate use at all times. Where a room is considered unsuitable for use at the commencement of a booking, for example, due to furniture and equipment being incorrectly stored or the room is dirty, the user should immediately notify the DCC Coordinator. This will indemnify the user against any charges which may occur.

At the conclusion of the booking any spillage of food, liquid or other material is to be removed from all surfaces, both internally and externally, including toilet areas.

The floor is to be left clean, brooms and vacuum cleaners are provided. All equipment and furniture is to be wiped over with a damp cloth.

All garbage is to be removed from the Centre and placed in appropriate waste containers outside. If garbage exceeds the waste container capacity then it must be taken away by the user.

In addition, all goods, materials or property brought in to the DCC by the user, or any person attending the function, must be removed by the end of the booking.

2. Furniture

The user is responsible for all contents in the DCC during the period of the booking. Under no circumstances is the user to allow furniture or equipment to be removed from the Centre.

3. Catering/Kitchen

The preparation of food and beverages shall be confined to the kitchen areas. Grease and food scraps are not to be washed down the sink. Caterers and other users of the DCC must leave the kitchen in a thoroughly clean condition.

4. Building Decorations and Equipment

No changes shall be made to any area without the approval of the Coordinator. This includes affixing decorations or equipment, painting or marking any surfaces, and similar activities.

5. Electrical/Gas

The user is responsible for turning on any electrical/gas requirements at beginning of the booking and for turning these off at the end of the booking, with the exception of the refrigerator and the rapid boil hot water system, which is to remain switched on.

6. Entry/Exit after hours

Users of the DCC after hours will be required to **collect and return keys** from the Duty Officer, RMC. He is located in the **Duty Room at 3 Robert Campbell Road, Duntroon**. All functions held at the DCC will conclude by 12:00am and the premises cleared by 1:00am.

Users must ensure that the building is totally secured on exit. Failure to secure building (including turning off lights, locking all doors and windows) before leaving shall result in the user being held liable for any loss or damage to property or furniture incurred as a result of the building being left unsecured.

If there is a problem securing the building, the Duty Officer, RMC is to be notified on 6265 9848. If you are dialling from the phones in the Centre "0" must be dialed first.

Users are not to leave the building until it is secured.

7. First Aid Kit

First aid kit is located in the main kitchen of the DCC and can be accessed by all users. Children's Ice packs are located in the freezer. All incidents where first aid is required must be noted down in the red folder located next to the First Aid Kit.

8. Fire Extinguishers and Equipment

Under no circumstances shall there be any interference with the firefighting or other emergency equipment in the DCC except in the case of fire.

In case of fire or similar emergency dial 000 and evacuate the building.

All passage ways, aisles and exits shall be kept clear and useable to ensure public safety.

9. Child Supervision

At no time is a child to be left unsupervised in any room or outside in the DCC's playground. No child is permitted in the garage storage sheds or in the kitchen area. Children must be accompanied by an adult whilst using the adult toilets.

10. Loss or Damage

The user will be held responsible for, and be required to make good, any loss or damage to property or furniture, appliances or fittings.

The DCC accepts no responsibility for any loss or damage to any property whatsoever belonging to either the user or any other person attending the function.

11. Indemnification and Insurance

The user shall indemnify the DCC and their employees against any claims, costs or penalties whatsoever which may arise from the user's negligence during the period of use of the Community rooms.

12. Emergency Evacuation Policy

The emergency evacuation procedure is displayed in every room of the DCC to ensure a safe way out by all users of the DCC in an emergency.

Upon arrival, users are to make themselves aware of the emergency evacuation plan.

13. Incident/Accident Reporting Policy

The OH&S and workers compensation legislation requires the reporting of all accidents to allow investigation into the causes and the future prevention.

Users are to report all incident/accidents (in writing), even if no injury is sustained to the DCC Coordinator as soon as possible.

14. Advertising

Advertising will be permitted only on boards provided for this purpose. Coordinator approval is required prior to the erection of advertising signs.

15. Animals on premises

No animals shall be allowed in the DCC except animals trained to assist people with disabilities.

16. Smoking on Premises

Smoking is not permitted in any part of the DCC.

17. Alcohol on Premises

Alcoholic liquor shall not be taken into the Centre except prior approval has been sought from the Committee and the RMC LO. The user is required to provide a contact name and number of a responsible person (who will not consume any alcohol) to be contacted in case of an emergency.

If alcoholic liquor is being sold during a booking, the user must obtain and show proof of the relevant licenses.

