

Guidelines for the use of SNCC premises

These guidelines have been developed to ensure everyone enjoys maximum benefit from our Centre.

Booking a room

1. Verbal enquires may be made in the first instance to check availability of rooms for the required day and time.
2. All bookings require the completion of a Room Booking Form.
3. Our Admin Worker will contact you to confirm the booking and advise you of the cost. The charge for Room Use is a donation which covers our costs for cleaning, administration expenses, etc.
4. Payments for on-going bookings may be made either:
 - a) when the keys are collected for each session, or
 - b) by invoice on a quarterly basis, July – Sept, Oct – Dec, Jan - March, April - June.
5. 24 hours notice is required to cancel a booking. We cannot refund payments for the non-use of rooms.
6. Weekend and evening room users who pay by cheque after their meetings may place their payment in the box under the table in the hall with the keys.
7. **Please note:** We have had our rooms inspected for childcare usage. If booking the Centre for childcare **only Room 2 may be used for children under 5.**

Key collection

1. **Evening Bookings:** keys may be collected within business hours, 9.15 am to 4.00 pm on the day of the booking.
2. **Weekend Bookings:** keys may be collected on the Friday immediately preceding the booking.
3. When collecting the keys you will be required to sign the Key Register.
4. Return your keys by placing them in the box under the table in the hall, after locking all rooms used, before leaving the Centre.
5. Room-users are responsible for the cost of replacement of all lost keys and any resulting lock changes.
6. We cannot issue keys to groups on a permanent basis. Keys must be collected for each session.

Care of the premises

1. Please leave the rooms exactly as you would like to find them, e.g. up to 5 chairs and all tables to be stacked against walls, etc.
2. Please do not move furniture from one room to another without prior approval. Please ensure all furniture is returned at the end of each session.
3. Ensure windows are closed and all lights, heaters or fans, the urn, etc are turned off and the room locked before leaving the Centre.
4. Room users are responsible for leaving the premises clean and tidy.
5. Please keep the front door closed at night and weekends - there is a doorbell for latecomers.
6. Please confine your activities to the room you have booked to avoid disturbance of other room users and also extra cleaning costs. You will be charged for the use of the extra room.
7. Springwood Neighbourhood Centre is a smoke free zone. Please **do not smoke** on the premises or outside the front door.

Refreshments

1. We are unable to provide access to our kitchen, but room users are welcome to bring their own tea, coffee, cups, etc. for groups or meetings. We have provided an urn in Rooms 1 and 2 for the use of room users.
2. Our self-serve tea/coffee and biscuits in the drop-in lounge is available to daytime room users for a donation of \$1.00 per cup.
3. Alcohol may not be consumed on the premises without the prior approval of Management.

Duty of Care

1. All room users are responsible for the care, safety and behaviour of any children under 18 years of age that they bring to any meeting in the Centre.
2. All room users are responsible for the behaviour of those attending their group or meeting and are expected not to tolerate bullying or aggressive behaviour.
3. Springwood Neighbourhood Centre Co-operative Ltd will not be held responsible for the care and well-being of children or the behaviour of room users.

Insurance

1. All room users are required to have their own Public Liability Insurance. A Certificate of Currency must be attached to the Booking Form.
2. Should any accident/incident occur please advise Management as soon as possible.

Regular room users

Regular room users are required to be financial members of the Springwood Neighbourhood Centre Co-operative Ltd. (\$5.50 per year)

All room users

Before leaving the Centre please remember to:

1. Record in the book provided the total number of people who have attended your session. These statistics are necessary for funding purposes.
2. Evening and Weekend groups are requested to complete a Room User Check List.

These are both found in the tray on the table in the hall.

Emergency contact

Should an emergency arise please contact Blue Mountains City Council after hours service and they will pass on any messages to our Chairperson.

Thank you for your patronage and co-operation.

Board of Directors

Springwood Neighbourhood Centre Co-operative Ltd

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