



CONDITIONS OF USE AGREEMENT:

1. **HIRING:**

- 1.1 Woodend Neighbourhood House rooms are available for hire between 8am and 10pm daily.
- 1.2 The "Conditions of Use Agreement" document must be read by the House user/hirer and the user/hirer is to sign the bottom of the form to indicate they have read and understood the agreement and will abide by the hire conditions set out in the form.
- 1.3 The Committee of Governance reserves the right to accept or decline an application to hire the facilities.
- 1.4 A bond may be required from some user groups
- 1.5 Rooms to be used for the agreed use only and only rooms hired may be used.
- 1.6 Posters may be put up on pin boards during the hire period but must be removed after the hire period has finished.

2. **FEES:**

- 2.1 Fees will be charged according to the current fee schedule. In the event of any hire charge increase, the rate will remain as confirmed at the time the booking was made until a new term begins.
- 2.2 Fees can be paid in advance either by session, monthly or as agreed with the Coordinator.
- 2.3 A receipt will be issued for all payments.

3. **CLEANING:**

- 3.1 **The House is hired on the understanding that the hirer is responsible for leaving the facilities in a clean and reasonable condition.**
- 3.2 A fee of \$30 per hour will be charged to the hirer if the room is not left in a clean and reasonable condition. Extra charges will be applied if the heaters are left on or for any damage caused.

4. **EQUIPMENT:**

- 4.1 All meeting room have tables and chairs that should be left as they were found.
- 4.2 You may change the set-up of the room but the hirer is responsible for returning it to its original set up.
- 4.3 A white board is available for use. Only white board markers must be used. Please clean boards after use.
- 4.4 It is advisable for the hirer to take personal property home with them as the facilities are used extensively. Woodend Neighbourhood House accepts no responsibility for loss damage or theft of any property/items left or brought to the premises.
- 4.5 The House has equipment for hirer use such as data projector, TV, DVD. If a user wishes to use these during their hire period, this must be organised at the time of the booking. A fee is required. No equipment may be removed from the House premises.
- 4.6 Permission is to be obtained by the hirer prior to bringing any electrical equipment into the premises.
- 4.7 If the kitchen is required in connection with a booking, it should be organised at the time of the room booking.

5. **INSURANCE:**

- 5.1 Woodend Neighbourhood House has Public Liability insurance. Individual hirers should be aware that they will be held responsible and liable for any damage or injury caused by their activities or equipment.
- 5.2 The duty of care associated with the activity is solely the responsibility of the group conducting the activity.

6. **ANIMALS:**

- 6.1 With the exception of "assistance dogs" no animals are permitted on the property.
- 6.2 Animals must be securely tied up outside the House in the designated area and owners are responsible for cleaning up and making right any mess or damage done by their pet.

7. **SMOKING:**

- 7.1 Smoking is not permitted within the property of Woodend Neighbourhood House or the Hub.

8. **DAMAGES:**

Any damage caused to Woodend Neighbourhood House or its equipment will be paid for in full by the person/group responsible. Serious damage will be reported to the Police. The Committee of Governance reserves the right to terminate arrangements with hirers who damage the property, who make a nuisance or whose behaviour is unacceptable.

9. **HOUSE SECURITY:**

- 9.1 The House has a monitored alarm system and key safe entry for after-hours access. If users need to gain access to the building for after-hours bookings arrangements should be made with the House Coordinator.
- 9.2 Under no circumstances are users to reveal the alarm or key access codes to ANY other person.
- 9.3 Security call-outs associated with user error (tripping the alarm) will be charged to the hirer.
- 9.4 No access is permitted to any person to the reception and office areas of the House

Signed:
Print name:
Organisation:
Date: