



# NEIGHBOURHOOD CENTRE MARYBOROUGH INC.

## CONDITIONS OF USE

### **PREAMBLE:**

- These rules for the use of the Maryborough Neighbourhood Centre building and its facilities located at 25 Ellena Street Maryborough, have been drawn up to ensure satisfactory day to day operation of the centre. All staff and user groups are required to abide by the rules for the use of the Maryborough Neighbourhood Centre and its facilities.
- Should a rule/condition prevent or inhibit a group from functioning properly, that group should present the problem to the Centre Manager of the Maryborough Neighbourhood Centre for consideration.

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### **RULES FOR THE USE OF THE PREMISES**

#### **Who may use the Centre?**

- Meeting rooms and its facilities including some rooms allocated for offices will be available to all members of the Maryborough community its surrounding environs and out of town agencies and workers on the basis of need without discrimination regardless of political affiliation, racial or ethnic origin, marital status, gender and religious beliefs provided that no function or activity will infringe any law or by-laws enacted by legal authorities in the State of Queensland including but not limited to the constitution and policies and procedures of the Neighbourhood Centre Maryborough Incorporated.
- Individuals and groups using the facilities of the Maryborough Neighbourhood Centre on a coming and going day to day basis are requested to observe a behaviour pattern which does not prevent others from enjoying the centre and its facilities. Individuals are requested not to interrupt group activities.
- If at any time some individuals would behave inappropriately i.e. abusive or intoxicated and disrupt staff and other users of the centre they would be requested to leave the premises.

#### **Noise**

- Noise generated by voice, tape and CD players, TV, video and all other mechanical means will be maintained at a level at which such noise is adequately audible within the area or part of the centre being used.

### Keys/Security

- **During normal business hours** – 9am to 4pm rostered staff members/volunteers are responsible for the day to day security of the centre.
- **Out of hours and weekend users** – is limited to long time users of the centre or at the discretion of the Centre Manager. User groups using the centre after hours/weekend are required to collect a key to the area to be used from reception during normal working hours in the afternoon of the day before the date of the use and return the key the next morning. Failure to return the centre's key on the next business day will incur a **\$50.00** late fee.
- After hours and weekend users should ensure that they have been informed of closing up and turning off lights to avoid any break-in or wastage of power and water.

### Cleaning

- Individuals, workers, groups using the centre and its facilities are responsible to leave that part/area of the building, garden, toilets, kitchen, etc. used clean and in good order.
- A fee for cleaning will be charged to any user/users that leaves the area/rooms dirty and messy.

### Damage/Breakage/Failure of Equipments, etc.

- Any damage, breakage or failure of any facility equipment at the centre is to be reported to reception staff on duty or for after hours users to report the damage immediately the next working day. If the damage/breakage is caused by the users, they are required to make good such damage or breakage to the satisfaction of the Centre Manager and the Centre's Management Committee.

### Bookings

- It is possible for several groups to use the centre at the same time. Booking of space should be made as far in advance as possible to ensure adequate and appropriate facilities are suitable and available.
- A charge of **\$10.00** applies if you require us to set up meeting rooms for you.
- The Centre through the Centre Manager reserves the right to change location of meeting rooms assigned to users to ensure utilisation and maximum use of each room in accordance to the user's needs.

### Personal Property stored at the Centre

- Staff and volunteers are **NOT** responsible for any private property of user groups which may be stored in the cupboards at the Centre.
- Any valuables should not be left unattended at any time anywhere at the centre.

### Pets, skateboards, bikes and mobility scooters

- Pets are not allowed (unless it is a 'guide dog') inside the centre's lobby, coffee shop area, courtyard, meeting rooms and offices.
- Bikes, skateboards, or similar equipments are not allowed inside the centre, coffee shop and courtyard areas, and cannot be parked near entrances. Mobility scooters can be parked at the centre's parking area. Centre client may ask for staff assistance

if mobility scooter is required to be used inside the centre due to a medical condition.

#### Dangerous Materials

- No flammable or other dangerous materials or goods of any description will be brought to the centre, left at the centre or stored at the centre at any time.

#### Drugs and Alcohol

- No illegal drugs will be brought to, used on, or stored at or disposed of at the Centre.
- The use of ALCOHOL is discouraged. Groups wishing to consume alcohol at the centre during special occasions are to obtain prior approval from the Centre Manager. Such approval will only be granted if:
  - All laws relating to the use of alcohol have been met and will be met.
  - People under the legal age of 18 years will not be present when and where the alcohol is used.
  - The use of alcohol will be restricted to rooms/space approved by the Centre Manager.
  - There is no smoking inside and outside the Centre at any time.

#### Charges/Room Hire Fees

- Fees have been set for the use of the Centre and facilities including equipments. These fees will cover the maintenance and consumption of power and water as well as Council's rates, insurance and other incidental expenses. Copies of current rates of rooms and other facilities and equipments are available at reception.
- Community groups that cannot afford published room rates will not be denied use of meeting rooms and will be given an opportunity to discuss a discounted rate with the Centre Manager or authorised representative. The Centre Manager has full discretion to approve any request for waiver or discounted fees for room, equipments or hire of other facilities at the centre.

#### Changes to Rules

- The Maryborough Neighbourhood Centre Management Committee reserves the right to alter or modify these rules from time to time as recommended by the Centre Manager.

#### Publication

- A copy of these rules will be available for perusal at the office/reception of the Maryborough Neighbourhood Centre anytime during business hours upon request.

#### Compliance

- Use of the facilities at the Maryborough Neighbourhood Centre located at 25 Ellena Street, Maryborough would constitute acceptance of these rules and is evidence of agreement to comply with these rules.