

Guidelines for Use of Community Centre Rooms

GENERAL

- Usage of the building is through a booking system only
- A Tenancy Agreement must be signed
- No smoking in building, toilets, on stairwells, ramps or near playground in accordance with Queensland Legislation
- Ensure members of group are familiar with Fire Drill / Emergency Evacuation Procedure
- Ensure group members adhere to appropriate use of Lift, eg no overloading – refer to signage
- Emergency phone provided outside Lift upstairs - dial 3840 to contact Reception or 0 then 000 in case of emergency

CLEANING

- You are required to leave facilities in a clean and tidy state
- Cleaning materials are located in cupboards under sinks
- Dishes to be washed in hot water and detergent, wiped dry and stored in appropriate cupboard
- Tables, benches, sink to be wiped clean
- Tables and chairs to be packed and stored neatly in designated area - as directed by signage
- Floors left clean in rooms
- Empty vacuum cleaner after use.
- Rubbish bins are to be emptied, bin liner to be replaced and rubbish placed into wheelie bin downstairs
- Leave toilet rooms clean and ensure toilets are locked at 9pm each night
- An additional cleaning fee of \$15.00 will be applied if groups leave rooms in an unfit state

TEA/COFFEE/SUGAR

- Tea/coffee/sugar is kindly donated by various groups who use the Centre. Please advise if you wish to contribute
- Groups must provide their own milk
- Ensure Urn is refilled and turned off before departure

DAMAGE

- Any damages to be reported to Community Centre Reception immediately or on first working day following incident
- Appropriate reimbursement for damage incurred will be required

PUBLIC LIABILITY INSURANCE

- Livingstone Shire Council Public Liability coverage does not include accident or injury sustained due to actions undertaken by the individual or community group who have made the booking

KEYS

- The person issued with the key is responsible for fulfilling these guidelines
- Groups using the building during office hours to collect and return key to reception
- Groups using building outside office hours are responsible for collection and returning of keys during office hours – 9.00am to 4.00pm Monday to Friday
- Regular users of the Community Centre outside business hours may be issued with a key
- Only one key per group is issued
- Groups are not permitted to have additional keys cut
- The Lift is operated by key. Please ask for this if needed when collecting the room.

SECURITY

- When leaving turn off all lights, fans, air conditioners, heaters, urn, music, power points. Please do not turn the fridge off.
- Close and lock all windows and relevant doors internally and externally (and toilets by 9pm)
- Replace dowel in windows if removed
- Ensure shed door is locked each time it is accessed
- Public phone is situated in front of the Library next door if required
- Groups are not to use the Centre at any time for which they do not have a booking
- **After Hours** If for any reason you are feeling unsafe after hours our security patrolman is usually only a few minutes away and advise that they are happy to come to site to show a presence and move people on. The contact number is **0428 636 470**. This number will connect you to the patrolman who will be attending.
- Please ensure you advise the Community Centre the next business day if you do contact Security.
- Please do not hesitate to contact us if you have any problems.

WORKPLACE HEALTH and SAFETY

- All accidents, injuries, illnesses, dangerous events or near misses must be reported immediately and a Workplace Health and Safety Incident Report Form completed within 24 hours, or on first business day after the incident. Please see Community Centre Information Desk.