

BY-LAWS FOR USER GROUPS/CASUAL USERS

BUILDING means and includes any hall, room, corridor, stairway or annex of the Warnbro Community and Family Centre (WCFC).

USER GROUPS means person or persons who plan to use the Centre on a regular basis be it community or private.

1. **Activities of the User Group are to fit in with the philosophy of the WCFC.**
2. A person/group who wishes to hire the WCFC shall make application in writing to the Centre Manager. The Management will then consider this application. Applications under the age of 18 years must have an adult guarantor.
3. **User Groups of the WCFC are subject to the payment of hire charges and bond.** The management will consider applications from non-profit organisations to vary amounts of the hire charges and bond. Applications must be in writing to the Centre Manager. It is important that two weeks notice be given if cancelling a session or a permanent booking.
4. **If the hirer cancels a booking, any amount paid by the hirer shall be forfeited.** In special circumstances, the Management may authorise repayment to the hirer of any amount as determined by the Management.
5. **Casual bookings shall be paid at the time of booking.** A bond shall apply to all casual bookings and shall be paid at the time of booking and upon the building being left in a satisfactory condition.
6. **Payment of the bond is required to cover any damage to the building or equipment during the term of hiring.** The balance, if any, shall be returned to the hirer. The hirer is liable for any damage in excess of the bond deposited. Should the building not be cleaned to the required standard after use, then an amount shall be withheld from the bond for the hire of cleaners.
7. **The behaviour of all persons with the WCFC is the responsibility of the hirer.** The hirer shall ensure that any person in or about the building shall **NOT**:
 - **NOT** Behave in disorderly or offensive manner
 - **NOT** Use any indecent language
 - **NOT** Bring alcohol on to the premises
 - **NOT** Be in an intoxicated condition
 - **NOT** Create or take part in any disturbance
 - **NOT** Cause a nuisance or annoyance to any other user groups in the WCFC, or persons in nearby premises.
 - **NOT** Smoke in any area of the building or backyard
 - For safety reasons the kitchen is strictly out of bounds for children. As far as possible, please endeavour to keep the foyer area childfree, given its close proximity to the kitchen. There is also a need to keep this area clear to avoid disturbance to other user groups.
 - Children are not permitted in the store rooms.
 - Children must be supervised at all times.

Please note there is one First Aid Kit on the wall in the kitchen and another in the broom cupboards.

8. The hirer is responsible to ensure no person shall:

- Deface or damage the building or any equipment belonging to the WCFC.
- Place any nails or screws in any part of the building without prior consent of the Management.
- Remove or replace any electrical fitting, equipment, or fixtures in the building without the prior consent of the Management.
- Serve or sell any alcohol in or about the building.

9. The hirer at the conclusion of the session/function shall:

- Leave the building in a clean and tidy condition. Please designate an overseer to check facilities before leaving the premises to ensure that all equipment used is returned to the designated area in the storerooms. The storeroom roller doors must be locked. If required, tables and chairs must be wiped, especially after consumption of food and drink or after art/craft activities. All floors must be swept and 'spot-mopped' where necessary - **PLEASE CHECK ALL FLOOR AREAS, INCLUDING FOYER AND TOILETS**. There is a mop bucket, broom and dustpan and brush in the kitchen for your use, the mop is in the outdoor area on the wall.
- Remove and place all rubbish in the places provided in the building
- Turn off all electric lights and power appliances.
- **LOCK ALL DOORS** - Including entrance and back doors leading from activity rooms 1 and 2 to outside play areas. Close and lock all windows and close all blinds
- **Make sure the security system is armed before leaving the building. Failure to do so will result in the User Group/Hirer being charged for the cost of the security company call out fee.**
- ***If a three second alarm sounds just after locking the door, it is a warning to you that something is not right. You are to re-enter the building, disarm the alarm, find and rectify the problem and then go through the lock up procedure of arming the alarm and locking the front door.**
- Return all the keys of the building to the designated person or place.
- Report any damage or defacement to the Centre Manager as soon as possible.

10. Requests for individual keys to the WCFC must be made in writing to the Centre Manager. The Management will then consider each application. If a key is lost, replacement cost will be added to the next invoice in the case of long-term users or taken from bond money for casual users.

11. NO keys are to be cut by User Groups. If any extra keys are required, the User Groups is to seek the administrator's discretion. Additional fees will apply for extra keys. There is to be a maximum of two (2) sets of keys per User Group, unless special circumstances apply.

12. Please Respect and Show courtesy to other groups using the WCFC.

13. User groups are invited to send a representative to the management committee meetings, which are held bi-monthly. Representatives would attend at the beginning of the meeting and be given an opportunity to raise issues affecting the user group.

14. Failure to comply with the bylaws and cleaning requirements will result in penalties being charged.

15. The Management reserves the right to waive all or any part of the hire rates to any non-profit organisation.

WE THANK YOU FOR YOUR COOPERATION