

LOTTERYWEST COMMUNITY ROOM – CONDITIONS OF USE

1. To pay Marine Rescue Busselton the sum of \$..... as a yearly donation towards the running of the Marine Rescue Busselton Group. To agree to pay for the replacement cost of the door key if lost or misplaced.
2. That the room is to be left clean and tidy, vacuumed if required (which is provided) and any perishable food scraps are to be taken away.
3. The user agrees to the following conditions and pay for any expenses by any default hereunder:
 - Not to alter any fixtures or design of the premises being hired, including its immediate surroundings without first obtaining the written consent of Marine Rescue Busselton.
 - At the expiration of each usage to take all things that may have been introduced into the room, and to replace all previously placed equipment into its correct position
 - Not to leave on any electric lights, power appliances, or running taps including surroundings once usage has ceased. The air conditioning unit, if used, must be switched off after use.
 - Not to damage any part of the room or its immediate surroundings and agree to repair and be responsible for the repair of any damage which may be caused by the hirer.
 - Not to use the Lotterywest Community Room for any illegal or immoral purpose or for any purpose other than the said purpose.
 - Not to use the room which may prejudice any fire insurance over the premises e.g., the burning of oils.
 - Not to become a nuisance, damage, annoy or cause inconvenience to any other occupier of any adjoining part of the greater building.
 - Music utilised in association with the usage of the said room may be in breach of the Australian Copyright Act (1968) unless the user acquires the appropriate licence as specified by the Australian Performing Rights Association.
 - To comply with all statutes, bylaws, or regulations relating to the usage or the user thereof and any order or requisition made thereunder.
4. Users must make themselves familiar with the location and content of the Evacuation Procedures for the Lotterywest Community Room including the location and type of fire extinguishers and blankets.
5. Users must comply with any lawful directions which may be given by Marine Rescue Busselton and that the Marine Rescue Busselton Group reserves the right to grant, or refuse hire applications, or cancel a hiring and return the deposit as it thinks fit and shall be the final authority in this respect.
6. To indemnify Marine Rescue Busselton against any claim, loss or expense which may be made or arise as a result of the use of the Lotterywest Community Room. The Marine Rescue Busselton Group shall maintain appropriate and adequate insurance cover over the Lotterywest Community Room.
7. There is no designated parking for users or visitors for the Lotterywest Community Room. Car parking is available, and users should not use the designated parking bays reserved for Marine Rescue Busselton members.
8. Authorised access delegates will be allocated a 4-digit security number known to them and Marine Rescue Busselton. This security number is to be used on entry and exit to and from the Lotterywest Community Room. The security number should not be divulged to anyone other than the authorised delegate. The Lotterywest Community Room must be alarmed on exiting, each time the user has finished for the day/evening.
9. Smoking is not permitted within the Lotterywest Community Room.
10. The Lotterywest Community room is not to be used for storage without prior written approval from Marine Rescue Busselton.

Marine House Busselton - Lotterywest Community Room

ACCESS AND USAGE POLICY

POLICY:

The facilities will be made available for use to:

- Local community and not-for-profit organisations that provide activities and services that enhance community capacity and wellbeing at the lowest sustainable cost.
- Priority will be given to local community usage.
- Business and Government Agencies at market rates.

PRINCIPLES OF OPERATION:

- Operate in a cooperative and collaborative manner between all parties.
- Be inclusive, open, and transparent about requirements and expectations.
- Deliver on agreed outcomes.
- Have a positive regard for self and others.

Examples of those that may use the room would include, but not limited to, schools, voluntary service organisations, government agencies, local business people, and other community service provider's agencies as well as training organisations.

THE ROOM CANNOT BE USED FOR PRIVATE SOCIAL FUNCTIONS.

DISABILITY ACCESS:

Marine Rescue Busselton will ensure all disability access requirements are fully met. A ramp is provided with toilet facilities in the community toilets.

FACILITIES AVAILABLE:

Training/meeting room (capacity of up to 50 people) with some training resources and coffee making facilities (hot water kettle, sink and cups).

PROMOTION OF THE FACILITY TO THE COMMUNITY:

Active promotion of the Lotterywest Community room will be made through signage on site and on our website as well as community news opportunities. Marine Rescue Busselton newsletters and General promotional activities of the Lotterywest Community Room will be available on the Group's website, Marine Rescue Busselton.

Marine House Busselton - Lotterywest Community Room

ACCESS AND USAGE POLICY (CONT'D)

FACILITY CHARGES:

A scale of fees will apply and be set annually by Marine Rescue Busselton. This may include a reasonable yearly donation (only) for not-for-profit groups.

CLEANING AND MAINTENANCE:

- Users will be responsible for leaving the premises in and clean and tidy state. This includes vacuum cleaning the room when necessary (vacuum cleaner provided), leaving coffee making area clean and tidy and stacking any furniture away.
- Cleaning costs may be charged to the user if the premises are not left in an orderly state.
- All perishable food scraps are to be taken away by the users and **NOT** left in the bin provided.

PRIORITY OF ACCESS:

By bookings and will be on a first come/first served basis.

Lotterywest Community Room bookings will be made through Liaison Officer Marine Rescue Busselton or another person appointed by the Group.

SECURITY:

A door key for the Lotterywest Community Room will be issued by the Secretary Marine Rescue Busselton.

A replacement key, if lost, will be at the cost of the user.

INSURANCE:

Users are covered by RiskCover Certificate of Currency.

LOTTERYWEST COMMUNITY ROOM

- Floor is to be left clean and tidy. (There is a vacuum cleaner available.)
- All tables and chairs are to be cleaned and stacked.
- Overhead projector is to be turned off correctly (if used.)
- Please do not leave food or drinks in the refrigerator.
- Perishable food scraps are to be taken away daily, and not placed in the rubbish bin.
- Turn off urns or kettles and unplug from the wall after use.
- Ensure air conditioner is turned off (if used.)
- Please ensure all crockery and cutlery are washed up and put away.
- All lights are to be turned off.
- Please alarm the room correctly on exit.
- Ensure exiting door is locked.