



Outlets Co-operative Neighbourhood House Ltd - Newport Community Education Centre
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CONDITIONS OF USE: Room 11 – Multi Purpose Room

Please ensure you abide by the following instructions, if NOT access to the room will be denied

*Please take note that Outlets is a NON SMOKING AREA.

HIRE OF ROOM REQUIREMENTS:

- **Room 11 - Multi Purpose Room is NOT available for Private Functions or Parties**
**For some specific Out of Hours activities Room 11 Multi Purpose Room is 'only' available to active HOUSE MEMBERS. Please see Therese or Sally in Office for details.*

Community Use:

- **Formal Agreement must be Signed between Parties;**
- **Delegation of Authority -Signatory to have full responsibility for use;**
- **Copy of Certificate of Currency to submitted;**
- **Referee's may be requested**

CONDITION OF USE to be read in conjunction with **Room 11 Multi Purpose Procedures**

PATRONS:

You have been given a time allocation for USE of MP Rm11 being Time.....forwks

From date: To date: (other)

FACILITY:

- Use is for Room 'NOT' Play Area, this is out of limits and for registered childcare only.
- When Children are present in MP Room 11 ie: Play Group (or other) they MUST be supervised and stay in Room ensure that the children DO NOT access Front Verandah unsupervised nor Play area as below, **Clauses;**

Clause 1 (a) Use of Play Area: CAN ONLY be ACCESSED if programmed through Co-ordinator or through registered care supervision.

Clause 1 (b) Condition of Play Area Use: One on One Supervision is required ie: IF Play Area is granted to access and time is in alignment with Centre's daily operations/routines ie: crèche., check with Hd C/c Worker.

NOTE: Please DO NOT take advantage of the new facility and instructions.

FOOD & DRINKS:

- **NO Alcohol unless** approval has been given by CoM and Director present (*special occasions*)
- **NO Food Preparation in MP Room 11** - Kitchen Facilities available in Centre (*office hours*)
- If Food is brought into MP Rm11 ie: catered for, or prepared for self consumption (at tables) please ensure that ALL remnants are removed and tables and chairs for preparation are placed on wet area (Lino) Please note point above, **preferred NO food.**

WHEN CHILDREN ARE PRESENT IN ROOM:

- **NO HOT WATER** – Tea/Coffee NOT to be carried or consumed when Children are in proximity.
- Parents or Guardians MAY utilised the comfort of the front verandah for beverage **NO** children allowed.

ACTIVITIES:

- Activities involving Paints/Art and Craft, glue etc -Please ensure that Activity is over wet area. (Lino)
- Children and Parent Activities 'Craft' - Please ensure that children are 'Supervised' and activity over wet area. (Lino)

JUNIOR TOILETS:

- Those utilising MP Rm11 with Children >2yrs Junior Toilets are to be left CLEAN.
- Children are NOT to go through rear door unless **Clause 1(a)** had been granted and **Clause 1(b)** adhered to.

PORTABLE BABY CHANGE TABLE:

- Located in Adult Toilet; **NO Nappies are to be FLUSHED down Toilets nor left at Centre.**
*Costs will be incurred to Signatory, if plumber is required.
- Soiled Nappies are to be removed from Centre by Parent and disposed of.

ADULT TOILETS: Please ensure DOOR is CLOSED at all times, especially if Children are in Room.

EQUIPMENT:

Furniture and some equipment is available for use -*some items incur a Rental cost, see Office.*

Adult Trestles and Chairs available at all times (Refer to Room 11-Multi Purpose Room Procedure)

- Adult Chairs take weight up to 110kg's.
- Trestles are bi-fold DO NOT STAND on trestles or put heavy items in centre fold of trestle.

Children Equipment use - to be negotiated with Co-ordinator and Head Childcare Worker.

- **12 Childrens Chairs and 2 Tables** - Located in Cupboard 3 (Collect Key from Office) ensure you follow **correct OHS&W procedures when lifting from and into Cupboard**, please ensure Tables are secured by strap at rear of Cupboard when packing away. As per above DO NOT STAND on Tables.
- **Childrens Large Pillows x2 and Cushions x4** –For quiet time located in Cupboard 3.
- **Large Mats (Blue)**–For specific Workshops ie: Baby Massage or CPR – see Hd C/c Worker
- **Toys/Books** – Cupboard 1 (collect Key for Office)
- **Request for use of Other Children toys/educational items** – see Hd Ch/c Worker

Teaching Aids – To be booked with Office (one) 1 week prior to session, subject to availability.

- Overhead Projector (\$10)
- Lap Top (\$20) (office hours only)
- Data Projector (\$20 - office hours) (\$50 - out of Hours)
- Projector Screen (\$20)
- Laminator (*stationery incur a cost*)
- Press Punch and Bind Machine (Multi-Binder) – (*stationery incur a cost*)
- Photocopying facilities (office hours only) – (*stationery incur cost*)
- Sewing Machine (*Risk Mgt procedure required of Lesson Plan*)
- Portable Hot Plate Cook top (*Risk Mgt procedure required of Lesson Plan*)

CONSUMABLES:

- Tea and Coffee Facilities available – request for 20c per cup if using Centre's supply.
- Cutlery and Crockery in Draw 1 and 2 (sink)
- Microwave – request availability/access to Co-ordinator/Office

STORAGE:

- Storage facility generally NOT available – discretion of Co-ordinator as to availability, but LIMITED. Large items and equipment NOT considered.
- The Centre will NOT take responsibility for items left, please ensure they are correctly labelled and storage agreed to by Co-ordinator, as per agreement.

As to all of the above Please read in conjunction with **Room 11 – Multi Purpose Room Procedures**
Please note: * replacement costs for any damage or loss will be incurred by signatory of Agreement.