

PHILOSOPHY AND RULES OF USE

Current as of 01/01/2021

Philosophy

The philosophy of the Eaton Family Centre is to foster a community spirit by providing a warm and welcoming environment, which encourages the well-being of children and their families.

Rules of Use

1. No activity may be conducted at the Eaton Family Centre if it is inconsistent with its philosophy.
2. Users wishing to hire the Eaton Family Centre must make application to the booking officer (Administrator). Applicants must be 21 years or older.
3. Users and user groups will be encouraged to assist with centre fundraising activities.
4. Use of the Eaton Family Centre is subject to the prior payment of all hire charges and a bond. The bond will be refunded after use following an inspection to confirm the Centre has been left in a condition consistent with these rules. The costs of cleaning, repair, etc will be deducted from the bond if necessary. The Eaton Family Centre may, at its discretion, waive all or any part of the hire fees and/or bond for any self-help or non-profit making organization.
5. Users shall leave the Eaton Family Centre in the state in which it was found before the commencement of their use. This is necessary due to the possibility of another user having a booking immediately afterwards.
6. Each user is responsible for all damages and breakages during the time of their use. Any costs over and above the bond received will be paid by the hirer. All equipment and property of the Eaton Family Centre must be treated properly and carefully.
7. Users are responsible for the behaviour of all persons within their user group. In particular, no person shall:
 - a. behave in a disorderly or offensive manner.
 - b. use any indecent or offensive language.
 - c. be affected by drugs or alcohol.
 - d. create or take part in any disturbance.
 - e. create a nuisance or annoyance to any other users or to persons in nearby premises.

8. Users shall at the conclusion of each use:
 - a. leave the Eaton Family Centre in a clean and tidy condition.
 - b. remove and place all rubbish in the receptacles provided.
 - c. turn off all electric lights and appliances.
 - d. lock all doors and windows and return all keys where applicable.
 - e. promptly report all damage to or defacement of the building or any equipment.
 - f. pack away all equipment (chairs, tables, dishes etc).
 - g. arm and check security system.
9. The Eaton Family Centre is a smoke free environment. Smoking is prohibited. Fireworks, incense, oil burners and the like are prohibited.
10. Users shall show respect and common courtesy to all other users of the Eaton Family Centre.
11. Users are responsible for children using the Eaton Family Centre, including the outdoor areas, and for the supervision of those children at all times. The Eaton Family Centre is not responsible for injuries to unsupervised children. All equipment used by children must be returned and/or covered and left as it was at the commencement of use.
12. The right to use the Eaton Family Centre is conditional upon compliance with these rules. Any user or user group that does not comply with these rules may have their use of the Centre discontinued at any time.
13. The Eaton Family Centre accepts no responsibility for injury to persons in or about the Centre, or loss or damage of property brought onto or left at the Centre.
14. The Eaton Family Centre reserves the right to review and vary the hire charges, and/or bond, as well as the right to add, vary or delete all or any of these rules from time to time, all of which adjustments and variation will take effect from the date or time nominated by the Eaton Family Centre.

PLEASE SEE ATTACHED CHECKLIST

HALL HIRE CHECKLIST UPON LEAVING

Please ensure that all checks are carried out prior to leaving the building!

1. Stack tables and chairs and return to the position they came from.
2. Turn off all heaters, fans and air-conditioning.
Any utilities left on by a hall hirer may incur a service charge.
3. Turn off urn & oven and leave kitchen clean and tidy (including all dishes used).
4. Remove any rubbish from all bins used. Including toilet areas.
5. Sweep floors and vacuum mats/carpets. (Broom and vacuum located in toilet area.) Mop located on back fence, bucket in toilet area for cleaning floors.
Please Note: Any additional cleaning required after hire will be charged at commercial cleaning rates.
6. Ensure all doors are locked.
7. Turn off toilet lights – children's toilets (activity rooms and adult toilets off foyer).
8. Turn off all other lights (security lights outside remain on)
9. Re-check lock on front door when leaving. Ensure bolts are locked at both top & bottom of doors.
10. Set alarm system.

PLEASE NOTE

FURNITURE IS NOT TO BE DRAGGED ACROSS ANY SEALED FLOORS.

TOYS AND EQUIPMENT ARE NOT TO BE UTILISED UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

PLEASE REPORT ANY BREAKAGES OR PROBLEMS TO THE OFFICE ON 97251655 or email admin@eatonfamilycentre.com