

USER GROUP POLICY

1. Activities of the User Group are to fit in with the philosophy of the Joondalup Family Centre.
2. A person/group who wishes to hire the Family Centre shall make enquiries to the Centre Manager.

Applicants under the age of 18 must have an adult guarantor.

3. Private Functions
 - (a) The availability of the Building for private functions is at the discretion of the Centre Manager or the Management Committee.
 - (b) Applications for private functions must be made to the Centre Manager prior to the function.
 - (c) Hire charges and bond are to be paid prior to the event.
4. Regular Users
 - (a) The availability of the Building for Regular Users is at the discretion of the Centre Manager or the Management Committee.
 - (b) Applications for regular use must be made to the Centre Manager prior to commencement.
 - (c) Payment of hire charges will be invoiced at the end of the month, payable within 14 days. Key Bond of \$20 is payable at time of collection of keys and signing of key register.
 - (d) Cancellation of a session will require one week's notice. Permanent cancellation will require one month's notice.
 - (f) An Annual membership fee for membership of the Joondalup Family Centre will be included in the first invoice of the year.
 - (g) All user groups will be billed at a monthly rate, covering each week of the school term. The Centre can no longer accept non-payment of weeks throughout each school term if clients are unable to attend or if the user-group leader is unable to attend. This change is required as it is difficult for the centre to re-hire the required room at short notice.
 - (h) Regular Users cannot access the building out of their normal hired hours without prior written agreement from Centre Manager or Management Committee.
 - (i) Regular Users who operate throughout the school holidays cannot book prior to 7:00pm due to Vacation Care's use of the Centre and their license regulations.

The Management Committee reserves the right to review hire charges at any time.

5. Bond to be fully repayable after completion of the booking, and upon the building being left in a satisfactory condition and keys returned.

Payment of the Bond is required to cover any damage to the Building, loss of keys 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 deposit.

Bond is set between \$20-\$200, depending on the type of function or use and is at the discretion of the Centre Manager or Management Committee.

6. Keys:
 - (a) Keys will not be issued until bond is paid and bond will not be returned until keys are returned to the Centre Manager and signed off.
 - (b) Users can collect keys from the Family Centre at a time arranged with the Centre Manager. Keys are to be returned to the Centre as negotiated on collection.
 - (c) Each User Group must nominate an authorised person to collect the keys from the Family Centre.
 - (d) All keys allocated remain the responsibility of the above person. Under NO circumstances may any key be destroyed or duplicated. If any key is lost or damaged the Centre Manager must be notified IMMEDIATELY and the expense incurred to replace such key will be charged to the Hirer.

If any keys are lost and any unauthorized entry into the Centre occurs the responsible person/ organization will be liable for any costs incurred

7. Any person/persons hiring the Family Centre for a function with alcoholic Beverages being made available the hirer must obtain permission from the Management Committee if alcohol is to be sold the Management Committee must be advised and all necessary permits must be obtained, copies of which must be given to the Management Committee prior to function.
8. In accordance with the Health Department and Local Government Policies the Centre and its surrounding grounds are a NON SMOKING VENUE therefore smoking is not permitted within the building, outside play areas or within the outside area of the front door.
9. Activities on any one day shall not continue past midnight. Night rates start at 6:00pm. This excludes children's sleepovers.
10. Any damage caused by the Hirer will be charged to the Hirer.
11. The Management Committee shall not be held responsible for any accident or injury to persons using the facilities.
12. The Management Committee reserves the right to refuse an application and to rescind a hiring before the event.
13. Kitchen
No Children are permitted in the kitchen at any time.
All cups, saucers and utensils should be washed, dried and put away after use.
The kitchen is to be left in a neat and clean condition.
The urn is to be filled and turned off after each session.
All appliances should be turned off, ie oven, kettle, microwave etc.
14. Securing the Family Centre Building
It is the responsibility of the last person using the building to ensure that all doors and windows are closed and locked and all lights and air conditioners are turned off prior to leaving the building.