



Nicholson Street Community House

Hire of House

Information and Conditions

Nicholson Street Community House has rooms available to hire to Community Groups and private businesses for the purposes of:

- Meetings
- Training programmes
- Interviews
- Rehearsals
- Recreational programmes

Space is available most evenings and some afternoons and weekends, dependent on our own House programmes.

All enquiries relating to Hire of House should be directed to the Co-ordinator.

APPLICATIONS

An application form is required for all Hire of House bookings. The House Co-ordinator is responsible for approval of applications.

HIRE CHARGES

The House Hire Charges will be in accordance with the attached schedule.

Casual hire will be charged for in advance. Sessional hire will be invoiced on an agreed periodic basis.

KEYS

Casual Hirers will be required to collect keys during office hours as close as practicable to the date of hire, and return the key promptly afterwards.

Sessional Hirers will be allocated a key for the duration of the hire period.

Keys may not be transferred from one person to another without the express permission of the House Co-ordinator.

Keys must be returned to the House promptly at the conclusion of the hire period.

Lost keys: Key holders must immediately report the loss of a key to the Co-ordinator. A \$50 fee will be payable for a replacement key.



Nicholson Street Community House

32 Nicholson Street East Coburg 3058

Ph./Fax: 9386 8377 E-mail: nsch@webprophets.net.au

Web: www.nsch.hypno-relax.com

Office Hours: Monday - Thursday 9:30 am - 4:00 pm

RIGHT OF ENTRY

Key holders are permitted to use the building only on the days and times that have been nominated in the Hire of House Agreement.

If a key holder wishes to enter the building outside of these times, they must obtain prior permission from the Co-ordinator.

SIGN IN

Group leaders/facilitators using the building out of office hours are required to sign in and out at the beginning and end of each session.

INTERRUPTION TO HIRE ARRANGEMENTS

In the event that the building is not available for use due to unforeseen circumstances (eg power failure, fire, etc) the House Co-ordinator will notify the Hirer as soon as possible.

If the Hirer decides to cancel a session, they are required to notify the Co-ordinator by telephone or e-mail as soon as practicable.

PUBLIC LIABILITY

Hirers of this building are not covered by the House's Public Liability Insurance. You are not indemnified by our insurance against damage, injury or loss of property experienced by any of your staff/volunteers/participants.

Hirers will be required to provide written evidence of current liability cover with their applications.

WORKCOVER

Staff and volunteers of Hirers are not covered by the House's WorkCover premium. Hirers will be required to provide proof of current WorkCover Insurance with their application.

Hirers will also be required to inspect the building prior to the commencement of their programme, and sign off on the safety of the worksite.

INDUCTION

Hirers will be required to meet with the Co-ordinator at the time of key collection and be orientated to the location of First Aid kits, fire extinguishers, emergency exits, etc.

You will also be shown the correct operation of the heating/cooling equipment at this time.

CLEANING

The Hirer of the premises shall ensure that the House is left in a tidy and clean condition.

RUBBISH

Rubbish should be placed in the bins outside, near the front gate. The large green bin is for normal rubbish, the smaller bin with the yellow lid for recyclables only.

Hirers who generate a large quantity of rubbish during their session(s) should supply their own garbage bags, and take it away with them after the session.

RESTRICTIONS

As the House is a public facility, drugs and loud music shall not be permitted in the House or grounds. In accordance with House policies, gambling is also prohibited.

The maximum number of people (including children) attending the House at any one time shall not exceed 40.

SMOKING

The House and grounds are a smoke free area. Smoking anywhere within the property boundary (including carpark) is prohibited.

ACCESS AND CLOSURE

- a. All lights, fans/air conditioning, heaters, audio-visual equipment and other electrical appliances, childcare equipment, stove etc. must be switched off and/or put away at the conclusion of use.
- b. The Hirer must ensure that the premises are secured at the conclusion of use.
- c. The back door (exiting from the childcare room) is an emergency door that can always be opened from the inside, but has to be unlocked with the key from the outside. Please make sure it is locked from the outside when you leave.

CHILDREN

Any children on the premises must be kept under strict supervision at all times.

SPECIAL NEEDS GROUPS

It is the responsibility of the programme Co-ordinator to ensure that activities organised for any special needs groups are adequately supervised, and that all supervisors are familiar with emergency procedures and the location of emergency equipment.

COOKING FACILITIES

Hirers are able to use all kitchen facilities. All facilities must be left in a neat and clean state. Organisations/groups should provide their own tea and

coffee.

There is continuous hot water available from the urn mounted on the wall beside the sink. Users should exercise caution when using the urn to avoid splashing or spilling, as the water is heated to boiling point.

Please note that the automatic ignition on the stove does not work. You will need matches to light the oven/burners.

STORAGE

On-site storage cannot usually be provided. In cases where storage facilities are made available, the House is not responsible for the safety and security of any items that may be stored here.

FURNITURE

The House has chairs and folding tables available for use. All furniture must be returned to its correct place at the end of every session.

At least two adults must be involved in setting up or taking down a folding table. Tables are to be transported between rooms on the trolley provided.

LIGHTS

If the hire session finishes after dark, the Hirer may leave sufficient lights on to assist safe exit from the building (passageway or childcare room). All other lights should be turned off.

POWER FAILURE

From time to time the hot water urn in the kitchen trips the electrical safety switch, affecting power supply to the whole building. This is because the two devices are not completely compatible, and does not indicate an electrical fault. You will be shown how to reset the switch in the junction box on the front ramp during your induction.

EMERGENCY PROCEDURES

There is a diagram of the House emergency equipment and emergency exits on the back of this document.

In the event of an emergency requiring professional assistance, phone 000 (police, fire or ambulance).

There is a telephone located on the wall of the kitchen, around the corner from the fridge. This telephone is only to be used in an emergency.

**Your location: 32 Nicholson Street, East Coburg
Corner of Nicholson and Glengyle Streets.**

The telephone number, if using the emergency phone in the kitchen, is 9386 8377.

The House Co-ordinator should be informed of any emergency as soon as possible after the event (during office hours). A report should be prepared in writing for submission to the Co-ordinator, that includes the date and time of the incident, the nature of the incident and a description of how it happened. The Co-ordinator may also request additional information.

If an emergency - including a medical emergency - occurs as a result of House facilities or equipment, and that equipment has otherwise been used correctly, a sign should be attached to that equipment indicating that it is out of order and not to be used, and the Co-ordinator should be advised as soon as possible.

In the event of an emergency - such as a fire - that causes partial or total damage to the building (outside office hours), the Hirer should notify Moreland City Council on 9240 1111 (24 hours).

EVACUATION PLAN

House emergency exits and assembly point are shown on the map at the back of this document.

In the event of an emergency, the Hirer should ensure that the House is evacuated when necessary, and that all attendees assemble in one area and be noted as safe prior to dispersing.

Hirers should maintain an attendance sheet that can be used to identify any missing persons in the event of an evacuation.

FIRE EXTINGUISHERS

The location of fire extinguishers and fire blanket are noted on the map at the end of this document. A fire extinguisher should be used only after the area has been cleared and emergency services notified, and only where it is safe to do so.

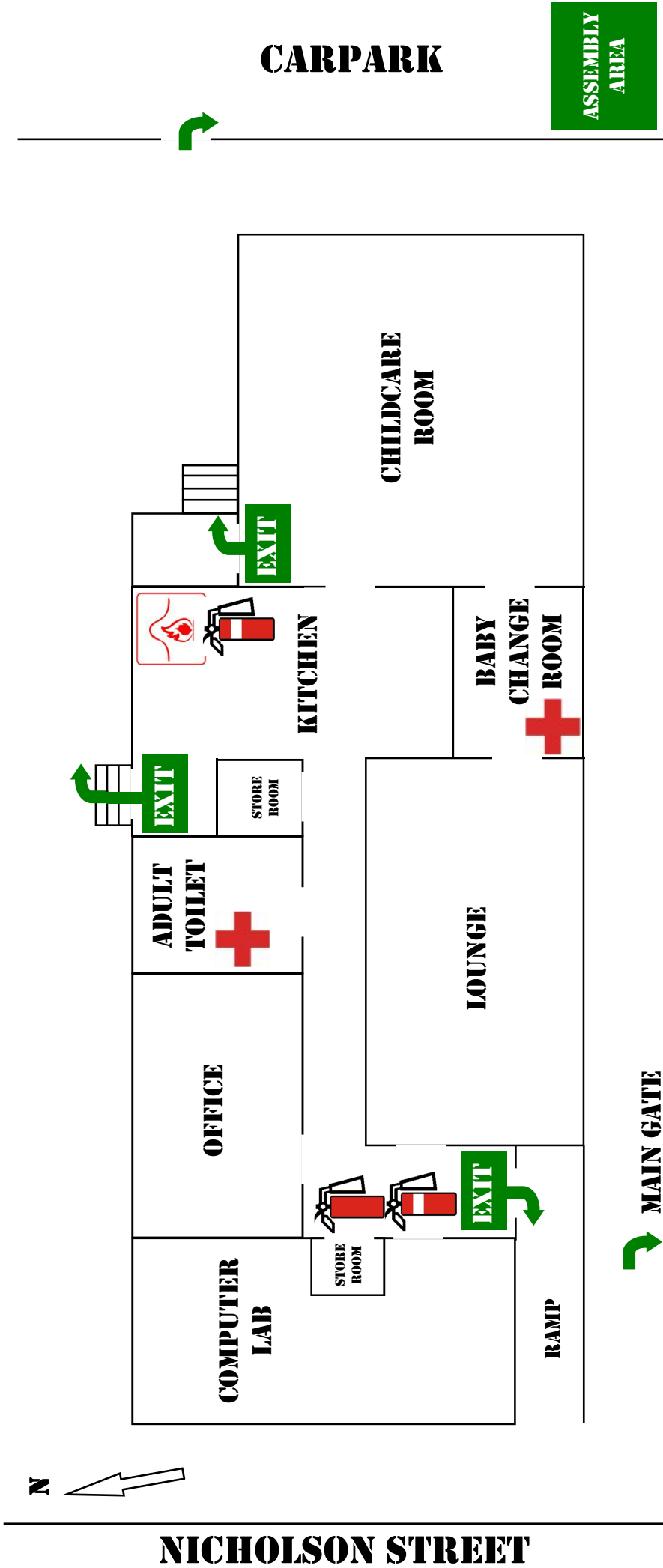
Hirers should familiarise themselves in advance with operating procedures for fire fighting equipment: these are printed on the label of the equipment.

There are two types of fire extinguisher in this building: the larger, **all-red** one by the front door is a water extinguisher, and **must not be used on electrical or flammable liquid fires, or where there is live electrical equipment.**

The other extinguishers are dry chemical ABE class, and are **red with a white band around the body**. This type of extinguisher **can be used on all fires** likely to be encountered in this building.





FIRST AID KITS

Basic First Aid kits are located in both bathrooms, as shown on the plan on the back of this document. The House Co-ordinator should be advised when any of the contents needs replacing.



Assembly area:
 Driveway into Glengyle street, rear carpark area

Alternative assembly area:
 opposite corner of Glengyle & Nicholson streets

- | | | | |
|---|--|---|--|
|  | Fire extinguisher (dry chemical)
- by front door
- by hot water heater |  | Fire extinguisher (water)
- by front door |
|  | First aid kit |  | Fire blanket
- by hot water heater |



Nicholson Street Community House

Hire of House

Application Form and Agreement

Name: _____

Organisation: _____

Address: _____

Contact Phone Numbers: _____

Type of Event: _____

Meeting/Programme Date(s): _____

Time of Event: _____

Approximate Number of Participants: _____

- I have read and understood the terms and conditions of the Hire of House Information and Conditions document and agree to abide by the stated terms and conditions.
- I undertake to ensure that all staff/volunteers who work for/with me at the House are familiar with these conditions of hire, including emergency procedures.
- I understand that I will be held responsible for leaving all property within the House in a clean and orderly fashion.
- I have attached documentation confirming evidence of Public Liability and WorkCover insurances.

Name of Applicant: _____

Signature: _____

Date: _____

OFFICE USE			
Approved By		Amount Due	
Key Collected on		Key Returned on	



Nicholson Street Community House

Hire of House

Orientation Checklist

Hirers are required to meet with the Co-ordinator at the time of key collection and be orientated to the location of safety and other features of the House. Completion of this checklist and your signature below serves as confirmation that this process has been conducted.

- Location of Fire Extinguishers and Fire Blanket
- Location of First Aid Kits
- Location of Emergency Exits and Assembly Area
- Location of telephone in kitchen
- Location of circuit box and instructions on resetting safety switch
- Instructions on how to move, set up and put away the trestle tables safely
- Demonstration on how to use the heater(s) [and/or]
- Demonstration on how to use the cooling system
- Location of sign-in sheet for out-of-hours users
- Location of rubbish bins
- Location and conditions of storage facility, if provided

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- I confirm that I have received an orientation to the health, safety and operational elements of Nicholson Street Community House, as indicated by check marks above.
 - I confirm that I have conducted a general inspection of the site and am satisfied with the general and specific safety of the worksite.

Name of Hirer _____

Signature _____

Date _____

Orientation conducted by _____

Signature _____

Date _____