

DELORAINE HOUSE INC

THE HEART OF OUR COMMUNITY

Room Use & After-Hours Agreement

These fees are subject to change/review bi-annually.

Please circle room hire fee as agreed

Room Hire Costs

Hirer	Multipurpose Room	Other rooms
Businesses	\$17.60/ hr	\$13.20 /hr
Community Groups	\$6.60/ hr	\$3.30 /hr

BUSINESSES – Are companies, agencies or individuals that use the house for their OWN business e.g. meetings, interviews, training etc. where their activities do not directly invite or benefit the Meander Valley community. This includes small businesses who provide training or education to the community for a cost. These organisations must be able to provide proof of public liability insurance. Service providers working with clients and who are paid by NDIS funding for the service provision will be required to pay business rates for room hire.

COMMUNITY GROUPS – Groups/activities that are provided for the benefit of the Meander Valley community. E.g. ruggers, spinners, weavers

Room Hire Costs for Financial Members*

Deloraine House Financial Members are entitled to 25% discount on all room hire costs.

Hirer	Multipurpose Room	Other rooms
Businesses	\$13.20/hr	\$9.90/hr
Community Groups	\$5.00/hr	\$2.50/hr

Cancellations of room hire: If you need to cancel your booking **please try** and give us 24 hours' notice. If you do not notify us of a cancellation, we will still charge you for the room.

Permanent Bookings: Please regularly check your booking with the office.

Setting up rooms and packing away equipment: It is the responsibility of the groups/individuals who hire the room to set the rooms up in the manner required. It is essential that you pack all tables and chairs away before leaving the room. Please ensure that you utilise the cleaning equipment to clean up, return the equipment to its rightful place and ensure that dishes and utensils are placed in the kitchen so that staff can attend to them. A vacuum cleaner is available in the hallway opposite the toilets.

Insurance: If you are facilitating groups that require participation in physical activities or higher risk activities you will need to ensure that you have your own liability insurance. Deloraine House will also need to receive a copy of your certificate of currency before you are able to conduct these activities in the House. Please be aware if you are charging participants to engage in activities as a business, you may also need to provide a certificate of currency. Please speak to the staff at Deloraine House if you are uncertain about the insurance coverage of your activity.

Reporting Room Use: It is a requirement of our funding agreement that we demonstrate that Deloraine House is being used by the community. To help us do this we ask that you let us know how many people attended your group. You can do this by emailing the information to us at info@delorainehouse.com.au or by completing the forms that are available in each room.

Accessing Rooms Outside the House's Normal Operating Hours

It is possible to access the house during the evening or early morning. **To access the house outside of normal operating hours the hirer must be a financial member of Deloraine House, an employee or an authorised Service Provider.** To gain possession of a key and entry code the applicant must complete the below section of this form and provide valid proof of identity. **If you are issued with a key and code you must not, under any circumstances, provide the key or code to any other person.**

Arming the Alarm: Please be aware that it is your responsibility to ensure the building is armed if you are using the building outside of normal business hours (10am to 4pm Monday to Friday). Please be aware that if the building is left unarmed by your group our security company will travel out from Launceston and arm the alarm. **This will result in a cost of \$110.00 that will be charged to you.** If you have any questions about setting the alarm, please speak to our staff before using the building out of hours and make sure you are confident in arming the building.

WIFI: The WIFI password for use is 1800launtel

Heating in Winter: Please feel free to use the heat pumps at a temperature that suits your activity. However, when you leave the building please ensure the heat pumps are on 16 degrees and the door to your room is left open (unless using the computer room) and all the toilet doors and windows in the building are closed. Outside of winter months we ask you to ensure that all heat pumps are turned off when you leave the building.

Maintaining Security Outside of Hours

Please make sure that the building external doors are locked once the last of your participants arrive. This will ensure that no one accesses the building without prior permission to be on the premises. If there are other groups using the building at the same time as your group, please check to see which group will take responsibility for ensuring the building is secure during and after your activity.

I have read and understood this document

Signed: _____

Name: _____

Date: _____

Room Hire and Key Register Form

(Please fill this in even if no key has been issued so that we can have a record of house users)

Name of Group/ Person that is using the house: _____

Days/Dates and room that is being used: _____

Are you being invoiced or paying in person for your room hire?

(Please provide email/address for your invoice to be sent):

Please be aware that the following person is responsible for the key and its use. They are the person that will be billed and made accountable for any issues that may arise during usage. This person is not to loan the key or alarm code to any other person. If another group member needs a key, they are to apply for a key and separate code at the office.

Name of person that the key was handed to: _____

Address: _____

Contact Phone Number: _____

Email address: _____

Date Key Issued: _____ Security Code allocated: _____

Deposit paid \$ _____ Receipt Number: _____

Date of Key Return: _____

I acknowledge receipt of a front door key for the Deloraine House. I have paid a deposit of **\$20.00** to be refunded when the key is returned. **I agree not to loan the key or alarm code to any other persons. I agree to cover the costs of a new lock if the key I am issued with is misplaced or stolen. In the event that I do not require a key, I will return the key to Deloraine House.**

I, _____ agree to the above terms and conditions.

Signed: _____ Date: _____

Witness: _____ Date: _____

Form of Identification Cited and Copied: _____

Copy of proof of identity attached

Copy of Insurance documents attached (if applicable)

Your information will be stored in a locked cabinet.