



ROOM BOOKING APPLICATION

USER GROUP NAME		
COMMUNITY GROUP	Not For Profit <input type="checkbox"/> Corporate / Business <input type="checkbox"/>	
CONTACT PERSON		
CONTACT PHONE NUMBER	Work	Mobile:
SECONDARY CONTACT PERSON	Mobile:	
INVOICE ADDRESS		
EMAIL ADDRESS		
ROOMS REQUIRED		
• ACTIVITY ROOM 1	Seats approx. 50 people	<input type="checkbox"/> Digital screen use included
• ACTIVITY ROOM 2	Seats approx. 50 people	<input type="checkbox"/> projector & screen use included
• LARGE HALL	Seats approx. 100 people projector	<input type="checkbox"/> both activity rooms combined includes projector
• CHILDSPACE	Children's tables & toys <input type="checkbox"/>	
• OFFICE SPACE	Office 3 \$35 p/day <input type="checkbox"/>	Fully furnished & airconditioned
DATE/S REQUIRED	START DATE:	FINISH DATE:
	&/Or day of week: _____ required per _____ (week/fortnight/month – 1 st 2 nd 3 rd 4 th of month etc)	
TIMES REQUIRED	<i>Please include set up & clean up time to ensure bookings do not overlap</i>	
	START TIME:	FINISH TIME:
WILL YOUR GROUP BE ATTENDING IN THE SCHOOL HOLIDAYS	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DO YOU REQUIRE LOCKER FACILITIES	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES YOUR GROUP HAVE ITS OWN LIABILITY INSURANCE	YES <input type="checkbox"/> <i>Please provide copy</i>	NO <input type="checkbox"/>
DOES YOUR GROUP HAVE ITS OWN CONTENTS INSURANCE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I have read, accept and agree to the conditions of the Code of Conduct, and Terms and Conditions (attached):		
NAME:		
SIGNATURE:	Date:	



TERMS AND CONDITIONS OF ROOM HIRE

Room use: Hire of the Hudson Road Family Centre, entitles you to the use of:

- the room hired as per booking form
- the playground or outside space attached to the room hired
- shared use of the attached kitchen

Cleaning: The room hired, kitchen and outside spaces used need to be clean and ready for the next user group
Please ensure:

- The floors are swept up or vacuumed & any spills cleaned up (equipment in kitchen between fridges)
- All crockery, glass wear and cutlery are to be washed, dried and put away
- Wipe down tables before stacking away neatly
- The veranda's to be clear of debris
- All rubbish is to be disposed of in the appropriate bin
- The oven to be cleaned of any food residue
- Microwave to be wiped out inside after use
- Equipment/sporting/toys used to be cleaned if required & stacked neatly away so as to maintain their longevity

Should extra cleaning be required by Centre staff or equipment need replacing due to carelessness; your group will be charged.

Rubbish: Please dispose of all rubbish in outside bins as per the following:

- red bin = general rubbish,
- yellow bin = recyclable waste,
- bright green bin = organic waste

Turn it off: please ensure all lights, tech and air conditioning is off

Lock and Leave: Before vacating the building, please check if any other persons are in the building.

Should you be the last group to leave, the alarm is activated, and all doors are locked.

The Hudson Road Family Centre reserves the right to invoice your group to reimburse costs, should any of the following occur:

- Air conditioner/heater/fans left on overnight
- Projector left on
- Front or back doors left unlocked or open
- Failing to activate the security system will incur a call out fee from Night Guard Security which will be invoiced to your group for payment.

Car Park Light: On the opposite wall of the GP Down South Office is the car park security light. Please press the button if using the building in the late evening. The light will remain on for 3 hours and will turn off automatically.

For the safety and security of patrons, whilst using the centre during the evening, please lock the front door whilst your group is in progress. Should someone in your group be running late there is a yellow doorbell located on the external foyer wall on the left at the front door.

Cancellations: Please provide 48 hours notice of any cancellations to avoid charges of room hire.



ROOM HIRE FEE STRUCTURE

The Centre offers room hire in Activity Room 1, Activity Room 2 and Kidspace.

Room hire operates under a 2 tier fee structure, being:

- 1) Community – these are individuals and groups that offer a community service with no purpose for generating a profit
- 2) Corporate/Business/Government – these are individuals and groups who operate with the purpose of making a profit, including business and government

The Centre Development Manager is responsible for all operational finances. Any issues or queries regarding payment of room hire or which fee structure applies should be discussed with the Centre.

ROOM HIRE FEES PER ROOM:

Community Groups/Not for profit	\$22 p/hr GST inclusive
Corporate/Business	\$40 p/hr GST inclusive

Corporate/Business Half & Full Day Rates:

Hire Rates for 1 room	\$140.00 GST inclusive - (Half day = 4 hrs) \$220.00 GST inclusive - (Full day = 8 hrs)
Hire Rates for 2 rooms	\$250.00 GST inclusive - (Half day = 4 hrs) \$350.00 GST inclusive - (Full day = 8 hrs)

Room hire includes: Guest Wi-Fi, kitchen facilities, bathroom facilities, tables, chairs, data projector and screen or digital screen.

Please note room hire fees are based upon financial years with State CPI increases applicable



Code of Conduct

1. Purpose
The Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that anyone using our Centre is expected to demonstrate while at the Centre.
2. Statement
Hudson Road Family Centre (HRFC) is a place for the community to come together to share, enjoy and participate in events, programs, activities, meetings and social gatherings. HRFC strives to be safe, secure and inclusive environment where all members of our diverse community feel a sense of belonging. This Code of Conduct outlines the principles of good conduct and standards of behaviour that help to achieve this and that HRFC expects from its patrons.
3. Expected Standards of Behaviour
 - Open: being honest and fair in dealing with each other
 - Be aware of others' differences, feeling and opinions and be respectful
 - Polite and courteous at all times
 - Behave in a non violent and non threatening way towards other people in both speech and behaviour
 - Tolerance: respecting diversity of our community including their beliefs or practices
 - Adhering to staff direction as required
4. Unacceptable Standards of Behaviour
 - Discrimination against, including but not limited to, disability, age, gender, gender identity, culture & race and forms of discrimination, including, but not limited to: Insults, exclusion, inciting discrimination movements, discriminatory jokes and language.
 - Bullying and/or Harassment
 - Verbal and/or physical abuse
 - Disturbance of the peace eg. disorderly and rowdy behaviour including drunkenness
 - The use of, or being under the influence of non-prescribed drugs
 - Putting the safety of yourself and others at risk of any harms; with extra care expected for vulnerable persons including children.
5. Privacy and Confidentiality
All users of the Community Centres are encouraged to openly discuss with Staff any problems or difficulties that may arise. Any information collected and recorded by Staff remains private and confidential.
6. Breaches of the Code of Conduct/Disciplinary Action
Anyone asked to stop unacceptable behaviour is expected to comply immediately.

If a community member engages in unacceptable behaviour, the community organisers may take any action they deem appropriate, up to and including a temporary ban or permanent expulsion from HRFC without warning (and without refund in the case of a paid event).

Reporting guidelines

If you are subject to or witness unacceptable behaviour, or have any other concerns, please notify a community organiser as soon as possible.



Unacceptable behaviour can also be reported by emailing
manager@hudsonfamilycentre.org.au

The person/s that is alleged to have breached the Code of Conduct will:

- be told about the allegation
- have a chance to explain what happened from their point of view
- be advised about any decisions as soon as possible.

The Manager may decide to take the following courses of action if they determine a breach has occurred.

If a person breaches the Code of Conduct, they:

- May be asked to not attend a HRFC group or activity for a period of time,
- Be responsible for the cost of any damage/repair or replacement required
- Will be given an explanation,
- Have the right to appeal the decision,
- Crime and harms will be reported to the appropriate authorities
- Failure to comply with any directions may result in Police involvement.

Relevant Legislation

- Hudson Road Family Centre Inc Constitution
- Children and Community Services Act 2004
- Equal Opportunity Act 1984
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Sex Discrimination Act 1984