



## **ROSTRATA FAMILY CENTRE INC**

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### **HIRE POLICY — CONDITIONS OF HIRE - APPENDIX 2**

Rostrata Family Centre Inc. Strategic Plan 2014 – 2018 states:

- Vision:** Engage and strengthen our diverse community
- Mission:** We are a diverse community providing a safe vibrant, inclusive place to come to engage, support, learn and play through varied affordable programs on a regular basis, thereby providing enrichment and strengthening family and community bonds.
- Values:** Respect, Integrity, Diversity, Engagement, Flexibility, Equality, Accessibility

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#### **PURPOSE:**

**To provide guidance and information to prospective and approved hirers/clients of Rostrata Family Centre,**

**We thank you for your interest in hiring facilities at our Family Centre. We value your involvement with our community and we wish you success with your activities and event/s here with us.**

**We ask that you read and follow our guidelines and conditions below. This will help us to manage our Community Centre and facilities in an efficient and harmonious manner – hopefully to the benefit of all.**

#### **1. CONDITIONS OF HIRE: as listed below are to be adhered to at all times.**

These conditions form an integral part of your hire agreement with us.

1.1 All applications for the hire of any premises or any part thereof must be in writing on the approved form - **Application and Hire Agreement- Appendix 1** as provided, and upon completion must be forwarded to the RFC Inc Manager/Admin for approval.

1.2 An Application and Hire Agreement must be put in place for all internal and external use of the premises, both for Casual and Longer term hire.

1.3 The person who signs the Application and Hire Agreement shall be considered to be the hirer unless the application is signed on behalf of an organisation, in which case that organisation shall be the hirer and shall be jointly and severally liable under these conditions with the person who signs the form.

1.4 In the case of the client representing an organisation - said organisation agree to update the RFC Inc Management with all changes in representation and to provide full contact details of such new representatives in a timely manner – in order to allow continuity of efficient communication and ongoing business practice.

1.5 In the case of the client being the owner of a commercial enterprise/business – said agreement is deemed to be held between RFC Inc. and the person who applied and signed originally for the use of the facilities – and not the business entity itself. It is a condition of hire that any proposed sale of the business be notified to RFC Inc in advance and as soon as possible. **See Hire Policy – RESPONSIBILITIES (of Client/User Groups) Clause # 2.10**

1.6 No application will be accepted unless the Administration and Manager is reasonably satisfied that the Hirer is able to manage the hiring in accordance with adequate care and in accordance with health and safety procedures.

1.7 Hirer/Client is required to provide a reasonable term of written notice of cessation of program to RFC Inc - ie: In the case of a permanent User Group which operates on a term by term or annual basis, a minimum period of notice of one term/quarter is required. This is to enable RFC Inc to advertise for another program to take its place as soon as possible.

## **2. SAFETY**

2.1 Hirers are responsible for the safety of their own individual groups and their members with regard to first aid

2.2 Each group/client is responsible for the purchase, provision and stocking of their own first aid kit.

2.3 Any **major** incident or injury must be reported to the Centre Manager as soon as is practically possible, preferably in person if the office is open, or by email.

2.4 It is the hirers responsibility to ensure that their group members are informed at all times of the Centre Policy regarding **Fire and Evacuation Guidelines**. (See separate document)

2.5 This information to include the location of all fire exit doors, fire equipment, and assembly area as well as the actual evacuation procedure guidelines.

2.6 RFC Inc strongly recommends all regular user groups conduct regular fire drills (ie: 2 x per year) to ensure that all members of their groups are aware of such procedures and their individual and collective responsibilities.

2.7 Hirers accept full responsibility and duty of care for their members and establish that all activities are safe and participants are protected from violence or other avoidable harm as far as is practicable

2.8 Hirers must not exceed the total capacity of the Centre's premises ie: Total Capacity 128 people. (According to council by law)

2.9 No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.

2.10 It is the responsibility of the User/Hirer/Client to ensure that all RFC equipment is used safely and appropriately at all times and to

2.10.1 Ensure that all equipment and furniture is returned to the correct and appropriate places for storage and in accordance with placement and safety guidelines as advised and posted.

2.10.2 Ensure that outdoor play areas and outdoor play equipment are checked prior to and following use – in particular

- Sandpits – please open and close covers provided and rake the pits prior to use. Please sweep sand back into sandpits.
- Cubby houses - please sweep out to remove food and debris including sand.

(rakes & brooms provided)

2.11 Report any hazard within the centre or within the playground and surrounds to RFC Staff *as soon as possible* - preferably via email. If urgent, please report via mobile phone to the Manager or staff.

2.12 Report any major injury/incident within the Centre to RFC Staff *as soon as possible* - preferably via email if the office is not open. If urgent, please report via mobile phone to the Manager or staff.

2.13 Notify the Centre Manager of any equipment (including electrical equipment) that is to be brought onto the Centre premises for your groups use.

2.14 Ensure that such equipment is in safe condition to be used, and is used and stored in a safe manner.

**Any loss, damage or injury caused by any equipment brought in to the centre by the user/hirer is the responsibility of the user/hirer and not of Rostrata Family Centre Inc.**

### **3. GENERAL CONDITIONS OF HIRE**

3.1 All Hirers must be over the age of 18

3.2 The Rostrata Family Centre is a **non-smoking and no alcohol** facility, either within the centre or the surrounding grounds which includes the play area at the rear of the Centre.

3.3 It is the responsibility of the hirer to leave the centre in a clean and tidy state. Wipe down all tables, clean mats, sweep up excess debris from floor and remove and dispose of rubbish- including nappies - from inside and outside of centre. (Including Cubbies)

3.3.1 There is no facility for disposal of nappies at RFC. All nappies must be removed from the facility and disposed of in the bin shed, or at home.

3.4 Hirers are responsible for their own property. RFC Inc. accepts no liability for Hirers/Clients property left or stored on RFC premises.

3.5 It is the responsibility of the hirer to pay for the repair of any damage caused by their members to the Centre's premise or equipment.

3.6 It is the responsibility of the hirer to arrange with staff for the return of all keys to the centre in a timely manner as soon as possible following the end of event/booking.

3.7 All Hirers agree to abide by all lawful and reasonable requests made by RFC Inc and/or their Delegated Authority – including the provision of data pertaining to your group as per your Application and Agreement with us. (Data collection is required under the terms of our Funding and Service Agreement with the Department of Local Government and Communities ) Data is requested twice annually. The data will be incorporated into the periodic reporting and is numbers only. It helps with the future planning and development of our services.

3.8 All Hirers agree to abide by all **Conditions of Hire and Application and Agreement** terms – including the agreement to pay all monies owing in a timely manner and in advance upon request in accordance to the terms of the **Hire Fee Schedule** – Appendix 3 - as provided.

***\*PLEASE NOTE: SHOULD THESE TERMS NOT BE MET, THE CLIENT/USER GROUP/ HIRER MAY FORFEIT ANY CLAIM TO THEIR KEY FUND DEPOSIT.***

***\*ANY BREACH OF THESE CONDITIONS AND TERMS OF AGREEMENT MAY LEAD TO THE WITHDRAWAL OF YOUR HIRE AGREEMENT AND YOUR FUTURE RIGHT TO HIRE RFC Inc. FACILITIES.***