24/01/2024

Middle Ridge Uniting Church

Middle Ridge Uniting Church property is a place of worship dedicated to the ways of Jesus Christ. The church council welcomes the community's hiring of the Middle Ridge Uniting Church facilities for activities and events that are not contrary to the beliefs, practices, and policies of the Uniting Church in Australia. The church council will consider each request on its individual merits but reserves the right to decline any such request.

Guidelines for Use of the Halls

- Smoking is not allowed in the buildings.
- Alcohol is not allowed on church property.
- Playground area is to be inspected prior to use for debris, signs of damage, softfall placement - Rake sand in need. Sign Playground inspection log in kitchen recording action taken or needed.

Care of premises

- Cleaning – please sweep the floor & mop up any spills. Brooms, dustpan, mop etc are in the cupboard near the piano/stained glass window in the Activities Hall.
- Wipe down sinks in bathroom and check and clean toilets.
- Please wash, dry & put away all crockery, cutlery & utensils.
- Clear and clean all benchtops. In need mop kitchen floor.
- Turn off urns & stove.
- Rubbish - kitchen and bathrooms bins are to be emptied into one bin and remove the rubbish to the wheelie bin by the Jacaranda tree out the rear entrance - fresh bin liners are in the kitchen cupboard under the microwave.
- Excessive rubbish must be removed for alternate disposal.
- Closing up - ensure all windows are closed; lights and heaters / fans are turned off. All exterior doors are to be locked as you depart. Any equipment/furniture that has been moved must be returned to its original position.

There are 3 external automatic lighting sensors. (Front entrance, rear entry alcove, rear car park)

COVID-19: Additional cleaning and sanitising of all touched areas will need to be completed by Hall Hirers after each use.

<u>Costs:</u> $25 per hour for hall hire meetings/seminars Activity Hall, front foyer.*
*$30 per hour for hall hire Church Hall (Air conditioned)**
*Private Functions and events minimum $150**
*$60 per hour for Worship Centre**
plus $15 for Use of kitchen, Cleaning bond $250*
Booking times should include time for setting and packing up, early arrivals and late departures.

**plus GST*

A Licence Agreement will need to be signed and a Certificate of Currency will need to be provided which details the User's public liability insurance policy as per clause 7 of the Licence Agreement.

Should an occasion arise where the congregation requires the premises on a day when a regular booking exists, cancellation of that booking may be necessary. We will endeavour to give 14 days notice of such an occurrence however in the case of a funeral or other emergency this notice may not be possible.

CAR PARKING is located at the rear of the complex. Spaces for the disabled are also located on the driveway at the front. Additional paved parking is available to the east of the complex on weekends (used by BlueCare staff on weekdays). The office will advise on any other parking issues especially where large crowds are expected (parking attendants; use of unpaved areas on BlueCare and Endeavour land). Special attention needs to be given to access from Stenner Street and the safety of turning traffic.

BUILDING USE SAFETY

Users need to be aware of, and make allowance for, the safety issues involved in the use of the buildings and facilities. These issues include:

- kitchen hygiene: food preparation and serving.
- electrical: use of equipment – Any electrical equipment brought onto premises should meet Australian Safety Standards including 'tagged & tested' requirements.
- fire alarms, equipment, and emergency exits/evacuation procedures – please consider your evacuation plan.
- building seating capacity: maintaining all hallways, aisles and exit paths free of obstruction.
- playground equipment and supervision
- general traffic movement and supervision of children
- Accident and Incident Reporting – please ensure a mobile phone is available for emergency calls.
- These premises are not to be used for overnight /sleepover activities.
- There is no insurance cover for any items brought onto the premises.
- **As at June 2020 – All hirers are to provide a Hirer's Safety Plan for COVID 19 strategies: Physical distancing, contact tracing, hygiene and cleaning, Unwell persons, WH&S.**