

RULES FOR USE OF THE GANNAWARRA LEARNING CENTRE & NORTH ESSENDON UNITING CHURCH

- **NO SMOKING** is allowed on the premises
- **NO ALCOHOL** is allowed on the premises
- Users must know where to find the Fire Extinguishers, Exits and the First Aid Kit
- Users are responsible for the movement of chairs, tables and other equipment as required. All items must be returned to their previous positions when you have finished. Please do not drag equipment across the carpet
- Users are responsible for leaving the areas which they use clean and tidy (including all kitchen facilities). Cleaning equipment is available at the Centre. Rubbish must be placed in the bins provided.
- Sticky tape must not be used on any surface within the Centre. Bluetak may be used but it must be removed with care.
- Audio visual equipment is available for hire
- **Users are required to ensure that taps, lights, heaters and other appliances are switched OFF and that all exit doors are locked when you leave**
- Keys must not, under any circumstances, be duplicated or given to another person. If they misplaced, please ring 9337 9808 as soon as possible.
- A security system has been installed in certain rooms – please do not try to open rooms which you have not booked for your activity as the alarm will be activated.
- All users are to respect the rights, equipment and belongings of others.
- All users must ensure that activities end before midnight and amplified music must be kept to an acceptable noise level.
- Damage to furniture or equipment which has occurred prior to your arrival, or while you are using it, must be reported promptly to 9337 9808 or 0417 559 036. All damages caused by the user will require compensation by the user for the cost of repair/replacement.
- Events or functions relating to the North Essendon Uniting Church (i.e.: funerals), will take priority over other bookings. Centre management will provide as much notice as possible in such situations.
- Groups or individuals who are not a recognised part of the Uniting Church in Australia must provide their own Public Liability Insurance, Professional Indemnity Insurance (if required) and Work Cover (if required) **OR** they can apply for Hirers Public Liability Insurance from the Uniting Church prior to the event
- The Gannawarra Learning Centre or the North Essendon Uniting Church will not take responsibility for any misplaced, lost or stolen belongings.