

Use of Centre Facilities – Meeting Room

In line with the Central West Women's Health Centre principles, for example: providing a non profit, comprehensive feminist health care service, it is seen as important to provide space for women to meet.

In addition, the building is a "public" one, and as such should be used to the fullest extent, including after-hours, providing the activities are not inconsistent with the philosophy and objectives of the service.

Policy

Meeting space may be made available to community groups or agencies when available, for activities consistent with the philosophy and objectives of the service.

Priority for space will first be given to the workers of the CWWHC for groups, courses, etc that they are facilitating except where there is a permanent booking.

People wanting to use the premises will be asked to provide information about the group, eg. the name of a contact person, the group's/meeting's purpose and aims, etc.

A staff member will work with the group contact person to complete the application form, where required.

Groups will be asked to agree to a number of requirements for using the premises. These will be explained verbally to user-groups, and a written copy provided.

At the end of June, all ongoing groups are asked to submit a brief overview of their groups activities during the year for inclusion in the Centre's Annual Report.

Responsibilities

All staff are responsible to assist women to complete the application form and to explain the policy and requirements to the woman who is the contact person.

The contact person is responsible for discussing the policy and requirements with the group as a whole.

The user-group is responsible for upholding the requirements as listed.

In the spirit of mutual co-operation, both parties are responsible for resolving any issues of concern as they arise.

Policy Ratified by Board of Management	08/06/95
Revised	06/04/06
Revised	23/06/08

Appendix 1

REQUIREMENTS FOR USE OF THE CENTRE'S MEETING ROOMS

1. Group members will take care with all materials and equipment belonging to the Centre. During the day, group members will have access to all the public areas of the Centre, and may use resources such as overhead projector and photocopier - just check with Reception first. We ask that a donation is made to cover the costs of consumables used eg. coffee, tea, photocopying etc.
2. Children coming with women to the groups/meetings must be supervised at all times. Groups applying for use of the premises will discuss with Centre Manager how this supervision will occur, eg. by paid child care, group members sharing the task etc.
3. The group will accept responsibility for cleaning up after each meeting, including coffee cups etc. and returning furniture to its original place. The job (or the cost) of any extra cleaning or repairs needed as a result of actions by group members or children will be undertaken by the group.

Smoking and Alcohol

4. The use of alcohol, cigarettes, or illegal drugs is not permitted.
5. Equipment will generally not be stored on the premises due to space problems, but the space situation can be discussed at each application.

Responsible Person

6. All applications for the hire of the meeting room must be in writing on the prescribed form and be signed by the person who will be responsible for payment of fees and any other charges arising from the function, for the observance of these rules and who will be in attendance for the duration of the function. This person must be over the age of 18 years.
7. Centre staff must be informed of current contact details for the designated hirer.
8. For after-hours groups, the group will nominate one person to be responsible for the key to the premises, and for security of the premises at the end of the session, eg. locking windows and doors.

Conduct

9. The hirer shall be responsible for the conduct of all persons in attendance at the property and for the maintenance and preservation of good order generally. Should it become necessary during the occupation of the property for the hirer to leave the premises, she/he must nominate a responsible person to act on

her/his behalf. The hirer shall ensure that guests will remain within the property and not make undue noise when arriving or leaving the property.

The hirer will not permit or suffer anything to be done on the property or its vicinity which in the reasonable opinion of the Central West Women's Health Centre is disorderly or offensive to the general public.

The Key

10. Where required, each hirer will be issued one set of keys upon payment of a deposit of \$20.00. For non-permanent bookings, keys must be returned within 2 working days or the key deposit shall be forfeited to the Centre. The hirer shall not have extra keys cut. The hirer is responsible for the security of the keys at all times.

Public Liability

11. Where the group/meeting is for commercial purposes (ie money is changing hands) the hirer shall as a condition of this agreement:

Provide to the Centre evidence, in writing, of a current public liability insurance policy, with a limit of indemnity of not less than \$10 million (\$10,000,000), noting Central West Women's Health Centre's interests as joint insureds for the period of hire. (This may be obtained from the insurance company or broker or you may have this cover as an extension of your house and contents insurance policy).

FEE SCHEDULE – Casual Room Hire

Per hour

Permanent booking - \$11
Casual - 11

Four hours

Permanent - \$33
Casual - \$44

Eight hours

Permanent - \$55
Casual - \$66

Key Deposit - \$20