



## GROUPS HIRING CENTRE MEETING ROOM

In line with the Centre's service principles, it is seen as important to provide space for women, community groups or agencies to meet. In addition, the building is a 'public' one, and as such should be used to the fullest extent providing the activities are not inconsistent with the mission, values and principles of the service.

Groups conducted by the Centre will be given first priority to the meeting room. Generally the meeting room will only be available during Centre opening hours. Requests outside of Centre opening hours may be considered.

To book the meeting room we will require the name of the group/agency or person, purpose/aims of the group or meeting, approximate number of people expected, date, times, etc. This information is to be provided by completing our [Meeting Room Application](#) form, located under Forms on our website and in Common Files, Forms Register on our computer system.

### Guidelines for Use of Centre Meeting Room

- All applications for the hire of the meeting room must be in writing, using the Centre's 'Meeting Room Application' form, signed by the person who will be responsible ('responsible person') for payment of fees and any other charges arising from the use of the room. This person must be 18 years or over and be present for the duration of the use of the room.
- It is the responsibility of the 'responsible person' to ensure all people attending the Centre, as part of the group/meeting, are made aware of the guidelines for use of the meeting room.
- The 'responsible person' shall be responsible for the conduct of all persons in attendance at the group/meeting.
- Should it become necessary for the 'responsible person' to leave the premises during the group/meeting, another 'responsible person' needs to be nominated to act on their behalf.
- Group members are required to take care with all materials and equipment belonging to the Centre.
- The group is required to set up the room in advance of meeting.
- The group is required to take responsibility for cleaning up after using the room, including, putting away all materials and equipment used.
- It is preferable that food & drinks are consumed outside of the carpeted area (ie. on the porch, weather permitting, or in the area covered with lino). The kitchen area is generally only available to Centre staff.
- The group is required to take responsibility for the cost of any extra cleaning or repairs required as a result of actions by group members or their children.
- Children coming with women to the Centre must be supervised at all times. The person completing the application to use the meeting room will need to discuss with the Administrator or Manager how the supervision will occur (eg. group members sharing the task, paid child care).
- The use of alcohol, cigarettes or illegal drugs is not permitted anywhere on the premises of the Centre.
- If the group/meeting is for commercial purposes (ie. money is changing hands) the 'responsible person' will be required to provide evidence of public liability insurance of not less than \$10 million.

**Fee Schedule Centre Meeting Room Hire**

- \$15.00 per hour  
(includes use of chairs, tables, electronic whiteboard & pens, tea, coffee, sugar, milk, cups, hot water urn or jug).
  
- \$50.00 for data projector & screen hire

**Ref: Central West Women's Health Centre, Policy F, Clinical Management, 22.10**