

Bookings

1. An *Application for Hire* must be completed before suitability of hire can be assessed.
2. Booking Cancellations and alternatives must provide:
 - a. Permanent hire agreements:
 - 14 days written notice for permanent cancellation;
 - 7 days written notice for booking variation (subject to availability);
 - 48 hours written notice for one off cancellation.
 - b. Casual hire agreements:
 - 7 days written notice for casual hire agreements.
3. The minimum hire time is 2 hours unless negotiated with the Centre Coordinator at the time of enquiry.
4. Invoices for permanent hirers are issued at the end of the calendar month and must be paid within 2 weeks of the new month.
5. Non-attendance of clients and paying guests is the responsibility of the hirers as the business/organisation/activity. Appropriate steps to advertise the event should be taken and is not the responsibility of the YMCA.
6. Hirers are responsible for returning keys and alarm codes to the YMCA the next business day following the booking date.
7. Payments for casual bookings must be made two weeks prior to the booking date. The hirer will be invoiced and provided payment options.
8. The Hirer must be over 18 years of age to book.
9. A deposit of \$100 is required for all bookings. This is refundable subject to damage to property, cleaning requirements and if alarms are triggered when not required.



First Aid



Hirers must provide a qualified first aid trained personnel when using the centre.

Parking

- Designated parking for people with a disability is provided in the car park, do not park in these carparks if you are not eligible to do so.
- Street parking is available if the car park is full.
- The school car park is not available to hirers.



Regulations

1. Hirers its agents, employees, contractors, guests and invitees must comply with the YMCA Occupational Health and Safety Policy (located near the front counter) while on the premises.
2. Hirers must provide 6 weeks written notice to the YMCA and the P&C for the provision, consumption and sale of alcohol within the Community Centre.



YMCA of Brisbane

Springfield Lakes Community Centre

Rules of Hire

The YMCA of Brisbane has been appointed to manage this Community Centre on behalf of the Department of Education, Training and Employment (DETE) and the Department of Communities, Child Safety and Disabilities (DoCCS&D). Together, the YMCA, DETE and DoCCS&D form part of the Governance Body of the Community Centre.

This document is supplied to Hirers and perspective hirers to outline the rules of hire and does not replace the Facility Hire Application or the Terms and Conditions of Hire.

Office Hours:

Monday – Friday: 8.30am -2pm

Hire Availability:

6.00am – 10pm

53 Springfield Lakes Boulevard

Springfield QLD 4300

PH: 07 32882292

Email: ymcabrisbane.org

Considerations

The YMCA aims to be accessible by all members of the community, including individuals, families and community groups. This Community Centre is located on the Springfield Lakes State School site and due to this the reason for use is considered when the application is submitted.

Application for hire are considered if they are consistent with the schools objectives, DETE objectives and the objectives of the YMCA. Unfortunately worthwhile activities, such as drug rehabilitation are not appropriate for this location.

The following activities are prohibited at this premises:

- This is a NO smoking venue.
- Retail or distribution activities
- Gambling or illegal activities
- Activities likely to cause damage to the community centre
- Activities that would generate excessive disturbance to local residents.
- Activities which contravene local authority by-laws
- Activities that may bring the community centre and/or the School into disrepute.
- No open flames (candles), flammable substances, or weapons are to be brought into or used on the premises.

Access and Use

1. All bookings must conclude by 10.00pm and the centre will close at 10.30pm each night allowing time to clean and tidy the premises.
2. The YMCA reserves the right to refuse admission and control access to any person or persons.
3. The YMCA reserves the right to control opening and closing times.
4. The hirer must be in attendance at the Community Centre prior to the booking start time.
5. The hirer is responsible for the behaviour of all people accessing the premises during their hire period.
6. The hirer and their attendees must complete the Hirer's book, located at the front reception desk.
7. It is at the discretion of the YMCA to permit hirers to store equipment at the community centre.
8. If equipment is faulty or not working the hirer must notify the YMCA as soon as possible after identifying the faulty equipment.



Access and Use Cont.

9. Children must be supervised at all times.
10. No animals are permitted in the community centre or the surrounding grounds, SERVICE DOGS ARE PERMITTED AT THIS LOCATION.
11. The YMCA reserves the right to remove any material considered to be detrimental to the values of the YMCA. The Hirer must consider the occupants of the neighbouring properties and any request from the YMCA to the Hirer to reduce sound levels must be complied with. Breach of noise regulations may result in cancellation of future bookings.
12. Conference rooms with concertina walls are considered one room when the concertina walls are closed. When the concertina walls are open each additional room may be charged.
13. Under no circumstances should the lift be used unless prior arrangements are made with the school administration and the Community Centre Coordinator.
14. If you are the sole occupant of the building the front door can be locked and secured for the term of the hire to prevent uninvited people accessing the building while allowing easy exit if an emergency evacuation occurs.

