



Keiraview Uniting Church

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bookings@keiraview.org

REQUEST FOR THE USE OF THE KEIRAVIEW FACILITY

Keiraview Uniting Church building is intended as a community asset that can be used in ways to fulfil mission and allow "Sharing life's journey with faith, hope and love in Christ".

We are frequently being approached by organisations both from within the Uniting Church and from other organisations to use our outstanding venue.

To assist us make these decisions in an informed way we need to know as much about your request as possible. To this end we would appreciate you completing this request form for consideration by our Property Committee and/or our Church Council. We will endeavour to answer these requests as quickly as possible.

Name of Event/Meeting/Service:	
Date/s & Time of Event/Meeting/Service:	
Person or Organisation making the request:	
Organisation Type: (This will determine what hire fees apply.)	<input type="checkbox"/> For profit <input type="checkbox"/> Not for profit <input type="checkbox"/> Church <input type="checkbox"/> Para Church
Best contact details – name, phone & email:	
Purpose/brief details of the request:	

<p>What areas of the venue are you wishing to make use of?</p> <ul style="list-style-type: none"> - Church - Foyer - Hall - Kitchen - Meeting room - Outdoor areas 	<p><u>Please enter details here:</u></p>
<p>What equipment will you need to be made available for use during the event/meeting/service?</p> <ul style="list-style-type: none"> - AV – Projection & sound - Microphone – how many - Recording - Music - Whiteboard 	<p><u>Please enter details here:</u></p>
<p>Do you require any assistance from Keiraview members/volunteers to:</p> <ul style="list-style-type: none"> - Organise the event/meeting/service - Conduct the event/meeting/service - Help on the day - Other? 	<p><u>Please enter specific details here:</u></p>
<p>Is your organisation in a position to assist with costs to cover the use of the Keiraview venue and equipment? If YES can you indicate what that dollar amount might be (approx.)</p>	
<p>Are there any other details that would be helpful for us to know?</p>	
<p>When do you need a decision by?</p>	

Conditions of Use:

1. Users shall be responsible to:
 - a) Keep the premises in a clean and tidy condition, returning furniture / equipment to the place it was found (including placing rubbish in the external blue bin). Failure to leave the premises in a clean and safe condition will result in loss of bond payment.
 - b) Provide adequate and responsible supervision to ensure safety of people and property.
 - c) Treat the Keiraview Property (external, internal and resources) with respect.
 - d) Avoid disruption / interference with Keiraview Uniting Church's neighbours.
 - e) The last user to exit the building MUST exit via the main front door and ensure:**
 - **all doors are properly closed and locked,**
 - **the playground gate is locked,**
 - **all lights and other appliances turned off as necessary,**
 - **the alarm has been set immediately before exiting.**
 - f) Make sure the property access/alarm code only be known to the group Coordinator(s). Failure to correctly secure the building could result in a security service call out charge of \$70.
 - g) Only utilise the areas of the building identified in the User Agreement (in addition to entry / exit points).
 - h) Notify Keiraview UCA of any damage or Health and Safety risks on site.
 - i) Understand that the car park, toilets and kitchen may be shared with other users of the site.
2. Smoking, use of illicit substances or alcohol is NOT permitted anywhere on site.
3. If an activity involves children, provisions of the 'Children and Young Persons (Care and Protection) Act' need to be met.
4. Community users need to have their own insurance cover and provide a copy of the document with the User Agreement. Regular users need to have a Public Liability Policy of at least \$10million. If you don't carry Public Liability Insurance, a \$50 fee for insurance is payable (excludes Uniting Church members).
5.
 - a) The User will indemnify the Church, its officers and members for and against all damages, costs, claims and demands which are or may be made against the Church by the User or any persons, using the facility in connection with the User's purpose, for any loss, injury or damage to persons or property sustained and arising out of the negligence of the User whilst in or on, entering or leaving the facility.
 - b) The Church will not be responsible for non-availability of the premises due to circumstances out of its control (e.g. power-outage).
6. Hire fees need to be paid in advance (prior to one off use or the first of the month for regular users).
7. Regular users may request to store some items in a space allocated by Keiraview Uniting Church.
8. Either party must provide one month's notice of termination of the agreement.