

# GUIDELINES FOR THE HIRE OF THE FOX VALLEY COMMUNITY CENTRE

***Fox Valley Community Centre is the home of the Fox Valley Seventh-day Adventist Community Church. We are committed to all aspects of the well-being of our community, which includes our church family. Accordingly, our booking process takes into consideration the spiritual and social impacts of proposed activities at this centre as an aspect of caring for our community.***

Persons using the Fox Valley Community Centre are welcome. The management wishes to offer quality facilities in a safe and secure environment for clients. The Centre has a large hall, a smaller hall which is also suitable for use as a chapel and three Seminar rooms for both casual and long-term use.

In the interest of maintaining a pleasant and functional facility, please respect and support the following guidelines. Your cooperation is appreciated.

**1 Road Access & Parking:** The Centre is located in the Sydney Adventist Hospital estate. Entry is off Fox Valley Road at the traffic lights. Turn into the main entrance to the hospital grounds and drive straight down the hill **passing** the two car parks and main hospital entrances on the left and **continue around the roundabout to the right to the open field car park**. You will be issued a ticket at the boom gates. In the Fox Valley Centre you may validate the ticket which cancels the parking fee.

**2 Drop-off in front of the Centre:** The loop road at the main entrance to the Centre is for dropping off or picking up passengers and for loading or off-loading purposes. Having done so please leave the area in front of the building clear. There is some parking for disabled and regular parking in this area.

**3 Security and Emergencies:**

Adrian Smith

Home - 02 9481 9549

Mobile - 0414 440 714

**4 Booking Protocol:** Anyone wishing to use the Centre facilities must contact the 'Bookings Manager' to negotiate reservations and finalise details.

Booking Manager - Sergio Amprimo

Phone: 02 9482 7552 Mob: 0450 874 402

Email: [sergioamprimo@optusnet.com.au](mailto:sergioamprimo@optusnet.com.au)

Assistant Booking Manager - Leon Roberts

Phone 02 9449 303

Email: [leonroberts@optusnet.com.au](mailto:leonroberts@optusnet.com.au)

If the Centre is to be hired for a length of time, a separate contract will be negotiated and some discounts may be applied.

These hirers will need to show that they have appropriate Public and Products Liability insurance cover in place for the duration of the hire period.

**Groups wishing to use the Centre's facilities must nominate a leader who agrees to be present** at the event or events, and who will be responsible for supervising all aspects of the event including

- (a) accessing the required rooms and facilities,
- (b) ensuring that all furniture and equipment is properly stored or returned to its original position,
- (c) ensuring that air-conditioning and/or fans and lights are turned off,
- (d) security as outlined below in point 7.

**5 Payment Procedure:** A 'Tax Invoice' (including GST) based on facilities requested in the hire application form, and a 'Bond Invoice' will be issued to the hirer.

Premises are to be left clean and tidy and clients are responsible for any expenses for repairs and/or cleaning over and above the normal cleaning if this is required. After the event the premises will be inspected and the bond (or part thereof) will be returned after 14 days based on the condition of the premises. Should the above expenses be greater than the Bond amount the hirer is liable for the balance.

To confirm the booking full payment of both invoices must be made no later than fourteen days prior to the event.

Monthly invoices are issued to long term hirers.

Please Note: In the event of a cancellation by the hirer less than fourteen days prior to the event only 75% of the paid hire fee will be refunded.

**6 Access to Facilities:** Keycards will be issued to the leader/person just prior to the event to enable access to the building for the period of the booking.

Delivery of equipment, decorations or any other supplies prior to the booking period is allowed by special arrangement only. All items must be removed from the premises at the conclusion of the event unless special arrangements are made prior to the event.

After the event, keycards must be returned to the 'Bookings Manager' or his designee as arranged. As a convenience, the cards can be placed in the Return Mail Box located outside the building's front door and the Bookings Manager notified.

**Keycards must not be loaned to other persons.** The loss of a card must be reported to the 'Bookings Manager' immediately for cancelling to enable a new card to be issued if required. A fee of \$30 is charged to replace cards lost.

**7 Security:** Access to the Centre and all rooms is by keycard only. The leader/person will be issued with a keycard/s to access only the rooms listed in **the** application form and will be responsible for all aspects of security for these areas. The cards will be programmed to operate only for the date and time requested in the rental agreement.

They are to ensure that all windows are closed and locked, and that internal doors to all rooms/facilities accessed are physically closed and locked after the event.

All doors except some special purpose rooms not normally used by hirers operate on a 'Swipe to Open' and must be 'Swiped to Lock' again.

Storerooms and the general office have a 'lock' unit which will automatically lock approximately 10 seconds after opening. Simply close then check.

Ensure that external doors are locked as follows.

After closing all internal doors of rooms accessed and all other external doors, exit through and close the main front doors. Lock the main doors either by swiping with your keycard **OR** by pressing the black button on the external wall next to the front door through which you entered the building. (NOTE **DO NOT** use the button inside the front door to lock the premises as you leave). After a few seconds the green light on the panel should light indicating that all doors have been properly closed and locked. If the green light does not light up, the front door will not have locked. Re-enter the building and follow the instructions placed on the wall inside of the entry door.

**8 Personal Safety & Security:** Individuals and small groups using the facilities are advised to ensure that all external doors are locked while they are in the building. To lock all

external doors from the inside first close all external doors and push the button on the inside door labelled 'Press to Lock'. This precaution will prevent unauthorised persons gaining access to the building while you and others in the building are not in a position to hear or see them entering the building.

Visitors to the area often assume the centre is part of the hospital complex and when the doors are left open may enter unknown to you or others who may be in the building. As a result it is possible that the building is in fact left unsecured because of an intruder inside. The building could also be left unlocked when the intruder leaves.

**9 Parking:** Hirers and attendees to most events held in Fox Valley Community Centre may have free parking by validating at the Centre their parking ticket obtained from the open-field car-park. There is no concession on parking fees when parking in the multi-level car-park where the Sydney Adventist Hospital operates a 'fee for parking' system except on Saturdays.

## CONDITIONS OF USE.

**1 Air-conditioning:** All rooms in the Centre other than the auditorium are air-conditioned with independent controls in each room. The air-conditioning unit in the Opal Room is pre-set at 23 degrees Celsius. When finished using a room please ensure the air-conditioning unit is switched off.

The main auditorium is equipped with heaters for winter. In the summer, both air input and extraction ensure good ventilation and adequately provide a comfortable environment for all but the extremely hot days.

**2 Displays & Signage:** Approved posters, bulletins, photos or displays may be placed only on bulletin boards or other designated display areas. No posters, notices, or banners of any kind are to be attached to surfaces such as doors, walls, windows or other painted surfaces. Requests for placing permanent or temporary signs elsewhere in the Centre should be submitted for approval by Centre management.

**3 Alcoholic beverages:** Consumption of alcoholic beverages of any kind is not permitted in or around the Centre.

**4 Smoking:** Smoking is not permitted on the Wahroonga estate which includes the entire hospital area as well as in and around the Fox Valley Community Centre.

**5 Functions Involving Drinks & Food:** Drinks and food including snacks, may be served and consumed **only** in the auditorium, Seminar Room 1, the gallery or deck area. Please note that no food or drinks are permitted to be brought on to the auditorium stage, stage extension or the ancillary stage rooms.

Exception: By arrangement with Centre management, **smaller** banquets where food and drinks are **served to guests seated at tables** may be permitted in the Opal Room.

**6 Catering Facilities:** The kitchen ventilation system and waste disposal system are not designed to accommodate the cooking of fish, fatty foods including meat, or deep oil cooking (such as required for chips). Please prepare and cook these types of dishes elsewhere and reheat using the appropriate kitchen facilities.

All rubbish must be placed in plastic bags provided and placed in the Sulo bins on the right hand corner of the building (ie at [side](#) of the kitchen.).

**7 Use of Equipment:** Items owned by the Centre may be used only within the building.

**8 Personal Items:** Insurance cover does not apply to any personal items brought into the facility.

**9 Organ and Pianos:** The grand piano must not be moved off the auditorium stage. The organ in the Opal Room is fixed so please do not try to move it but the piano may be moved within the Opal Room. The piano in Seminar Room 1 may also be moved within the room. Instruments must be closed and covered after use.

**10 Noise Curfew:** Out of consideration for neighbouring residents, a reduction of sound levels to a maximum of 70 decibels within the premises (being 50 to 60db outside the building) is to be strictly adhered to from 10:15pm on all evenings.

**11 Movable Lower Stage Extension in Auditorium:** Must only be operated by authorised personnel. Live load limits are set by law (3.9 tonnes) and must not be exceeded. Filler Panels for Lower Stage floor, as needed, must be inserted and the stage pushed back until the insert/s contact the metal stop in the centre of the stage. Wooden wedges may be inserted to prevent movement of the lower stage when in use.

**12 Movable Items:** Except in designated storage rooms no furniture or other movable items should be leaned or propped up against a wall. This includes platforms, screens, tables or other items that may mark or damage the walls.

**13 General Office:** All persons authorised to use the general office for photocopying or other needs must ensure that the office is left in a clean and tidy manner. The air-conditioning unit, the computer, and lights, must be switched off. The photocopier however must be **left ON** at all times. Please advise Centre management of any breakages or machine malfunctions.

**14 Phone Calls:** The general office phone may be used for local calls only. Calls are to be paid for by putting money in the container provided at **\$0.25c** per call. An emergency phone linked directly to the hospital is on the wall (high up) between the two offices in the Gallery.

**15 Working with Children:** Activities involving children in the Centre will require the hirer to supply a copy of their current signed 'Prohibited Employment Declaration' form or some form of certificate indicating current possession of this permit. This document should accompany the booking application form and will be retained.

**16 Cleaning:** In general the facility should be left as you found it. Suitable cleaning equipment is provided to rectify any spillages immediately they occur. The equipment is housed in the fire hose reel cupboard past Seminar Room 4, near the fire escape door at the end of the corridor off the main passageway.

Duplicate equipment other than a vacuum cleaner is stored in the ancillary room to the right side of the stage and the toilet off this room.

*Fox Valley Community Centre Guidelines for attention of Clients – Updated July 2014*

