



**Blackheath Area Neighbourhood Centre Inc (BANC)**  
**Gardiner Crescent, BLACKHEATH 2785 NSW**  
**ph 02 4787 7770 fax 02 4787 7777**  
**www.banc.org.au**

## **Use of the Centre Policy**

Blackheath Area Neighbourhood Centre (BANC) is committed to ensuring the community it represents has access to resources, facilities and venues that are local, accessible and affordable. This Policy seeks to clarify the process of how local community groups and individuals can access BANC's facilities and, ensure that staff and volunteers have clear guidelines to follow which ensure ease and equity of access.

### **Applications for the Use of the Centre**

Potential Centre users are required to complete the 'Application for Use of the BANC Meeting Room' form.

Bookings are taken for one calendar year only. Centre users are required to re-apply for use of the room at the end of each year.

If any groups request reduced rental rates the decision to reduce the rent can only be made by the Management Committee as a whole, at the next Management Committee meeting, after the request is made.

### **Selection Process for Ongoing Applications**

Current Centre users are required to re-apply for use of the meeting room at the end of each calendar year. Applications will be processed on a 'first come first served' basis. To ensure consistency for their participants, every effort will be made to ensure Centre users are able to utilise the room at the same time as the previous year.

### **Booking fees**

If groups are non-profit organisations, the following charges apply:

- \$5 per hour for the first hour; and
- \$2 per hour for each hour thereafter.

If groups/ individuals are conducting activities for profit, the following charges apply:

- \$10 per hour for each hour of use.

The BANC Management Committee has the right to waive or reduce fees (e.g. new groups, non-income generating groups) as appropriate.

### **Payment of Fees**

For casual bookings or one-off bookings, payment is required at the time of booking or at the latest at the time of collecting the key.

Payments can be made by cash, cheque or direct debit to our bank account.

Bendigo Bank: Blackheath Area Neighbourhood Centre  
BSB 633-000  
Account number 119-265-700

For permanent bookings, payment can be made at the time of using the Centre or an account can be organised for payment to be made on a monthly basis.

### **Minimum Hire**

There is a minimum hire period of one hour per session.

### **Keys for Centre users (outside of Centre opening hours)**

Centre users who are using the Centre outside of opening hours can collect a key from BANC within opening hours.

Alternatively Centre users will be given a number to access the key safe located on the wall outside the Centre. They need to return the key to the key safe when the room booking is complete.

The key provides restricted access into the reception area, toilet, kitchen, and into the meeting room. Centre users cannot access staff offices after hours.

### **Cleaning**

All Centre users must ensure their group leaves the Centre in a tidy condition. If it is not, a penalty for cleaning may be incurred.

To ensure the Centre is left in a neat and tidy condition, Centre users may have to do one or more of the following:

- Stack chairs neatly and return furniture to correct position;
- Switch off all electrical appliances, gas heaters and internal lights;
- Remove all decorations, posters, blue tac, etc from walls;
- Cups etc. are to be washed and placed in cupboards; and
- All rubbish, recycling and other garbage is to be placed in the bins.

### **Damage to the Centre**

Centre users will be responsible for the cost of repairs of any damage caused during the use of the Centre.

If Centre users note that any damage is evident on their arrival they should note it and report it as soon as possible to BANC staff or by phoning 4787 7770.

### **Noise**

Centre users are asked to keep noise as low as possible for the consideration of others.

### **Latest Time to Vacate the Premises**

All Centre users need to have vacated the Centre by 2.00 am.

### **Alcohol and Smoking**

No alcohol can be sold on the premises. Smoking is prohibited inside the building.

### **Health and Safety**

All Work Health and Safety instructions that are provided by BANC staff must be adhered to by all Centre users.

Prior to using the Centre, all Centre users must be made aware of the location of first aid kits, fire extinguishers and emergency procedures (see attached Emergency Escape Plan).

If a Centre user becomes aware of any hazards on BANC's premises or any incident occurs while using Centre facilities, the staff must be notified as soon as possible. BANC's Occupational Health and Safety Policy will be implemented to remove or minimise any hazards at BANC.

In the interest of safety, children are not allowed in the kitchen.

### **Children**

Childcare is provided for some courses that take place in BANC premises. Otherwise parents/guardians who bring children with them are to provide appropriate supervision for children. Toys are available for children to play with. Children should be assisted to clean up prior to leaving the Centre.

### **Being Responsible for your own Equipment**

Any equipment left in the Centre is the responsibility of the Centre user and cannot be included in any insurance that applies to the Centre. Centre users must apply for permission to leave equipment at the Centre and must make their

own insurance arrangements. The Management Committee accepts no responsibility for the theft or damage to equipment that does not belong to the Centre.

### **Advertising**

If Centre user groups are intending to engage in large-scale advertising for their activity, which includes using BANC's name, the BANC Manager should be notified.

### **Fund-raising**

If other individuals or groups wish to use the Centre for their fund-raising activities, each situation will need to be negotiated with the Manager who will inform the Management Committee. All fund-raising activities must be approved by the Management Committee.

### **Mailing Address**

No group is to use BANC as their mailing address, unless prior permission is given to them by the BANC Manager.

### **Sharing the Centre**

Rental fees paid entitle the Centre user to exclusive use only of the room paid for, during the period of rental.

All other facilities and equipment in the Centre are to be shared by all Centre users, if more than one Centre user group is using the centre at one time. These include the kitchen, toilets, foyer etc.

Reasonable co-operation is expected between Centre users in sharing the facilities and equipment.

### **Complaints**

All complaints should be directed to the Manager as soon as possible. If the problem cannot be resolved immediately, the Centre user will be referred to BANC's Service User and External Complaints Policy.

### **Cancellations by Management Committee**

The Management Committee reserves the right to cancel a booking for a one-off event. A minimum of seven (7) days notice will be given in these cases.

### **Suggestions**

BANC is keen to hear from Centre users on ways to improve our facilities and the comfort level of community participants. Please send your suggestions to [leah.godfrey@banc.org.au](mailto:leah.godfrey@banc.org.au) or by post to BANC, Gardiner Crescent, Blackheath 2785. Suggestions can also be left with the Volunteer on the reception desk.

Thank you for contributing to the vibrant mix of activities, interests and learning at BANC.

**Failure to observe any of the foregoing rules may result in the termination of bookings of Centre user groups/organisations.**