

TERMS AND CONDITIONS OF ROOM USE - 488 Ballina Rd, Goonellabah

1A. Room Use Contribution

Item	For Profit Companies / Private Practitioners	Not For Profits
Counselling Room - desk, 2 seater lounge and armchair	\$65 / day \$40 / half day \$20 / hour	\$45 / day \$30 / half day \$10 / hour
Meeting Room - desk, 3 seater lounge and two armchairs	\$150 / day \$85 / half day \$35 / hour	\$120 / day \$70 / half day \$25 / hour
Bond	Equivalent of one session's use fee	
Key Deposit	\$20	
Cleaning Fee (if needed)	\$50	
Internet use	\$10 / day	\$5 / day
Photocopying	.10c/copy black & white .50c/copy colour	.7c/copy black & white .40c/copy colour
* All rates include GST		

Facilities include:

- Kitchen facilities including crockery, cutlery, microwave, fridge, tea and coffee making equipment;
- Reverse cycle air conditioning;
- Two toilets; one suitable for women with a disability;
- A mobile whiteboard;
- Internet access and photocopier (use of this equipment charged separately - see above);

1B. Room Use Contribution

Item	For Profit Companies / Private Practitioners	Not For Profits
Group Room - seating for 12 people - conference room style	\$150 / day \$85 / half day \$35 / hour	\$120 / day \$70 / half day \$25 / hour
Bond	Equivalent of one session's use fee	



Key Deposit	\$20	
Cleaning Fee (if needed)	\$50	
Internet use	\$10 / day	\$5 / day
* All rates include GST		

Facilities include:

- Kitchen facilities including crockery, cutlery, fridge, microwave, tea and coffee making equipment;
- Two toilets; one suitable for women with a disability;
- Reverse cycle air conditioning;
- A mobile whiteboard;
- Video conferencing suite;
- Internet access (use of this charged separately - see above);

2. Room Use Application

- a) Approval of the application is at the discretion of the Northern Rivers Women's and Children's Services Inc (NORWACS) Manager.
- b) The Room User will only use the room for the purpose and activities outlined and approved in the Room Use Application Form.
- c) The room use agreement may be cancelled at any time if determined necessary by NORWACS.
- d) The room user shall not allow any other organisation/individual to use the room.
- e) The room user must have their own Public Liability insurance cover, and if providing health services, Professional Indemnity insurance including medical malpractice. The room user must provide copies of their Certificates of Currency to NORWACS before room use commences.

3. Key Collection and Return

- a) The Manager will determine whether a key is needed and will provide the key to the room user.
- b) Keys must be returned by 10am on the first working day subsequent to the room use agreement expiring.
- c) Keys must not be duplicated for any reason whatsoever. Lost keys must be reported immediately to the Manager and replacement costs i.e. taken from the Key Deposit.

4. Using the Venue

- a) Room Use contribution includes the use of all kitchen, tea and coffee facilities, office equipment except stationery, computers or photocopying. These must be negotiated separately.



- b) Smoking is not permitted within NORWACS's premises. It is the responsibility of the Room User to ensure this condition is enforced. Any cigarette butts in the surrounds of the building are to be collected and placed in the garbage bins provided.
- c) Under no circumstances is the sale or provision of alcohol to any persons permitted.
- d) Limited unsecure storage may be available at the Room User's risk.
- e) Any noise generating equipment such as stereos or microphones are not to exceed the existing background noise level, when measured at the boundary of the nearest property, by more than 5dB(A). Other noise, particularly departure noise, is to be kept to a minimum so as not to inconvenience surrounding residents.
- f) Blue tac, drawing pins, or sticky tape must not be used to affix decorations or signs. Cost of removal may be deducted from the bond.
- g) NORWACS will not be responsible for any loss or damage to property brought onto the premises by the Room User.

5. At the conclusion of the room use

- a) The Room User must leave the room in a clean and tidy state with all furniture and other resources returned to their original positions.
- b) The Room User is responsible for any breakages or damage to the facility or equipment. Any damage must be immediately reported to the Manager who will calculate the cost of the damage and include the amount in the Room Use invoice or deduct it from the bond.
- c) The Room User must ensure all electrical appliances are turned off and all doors locked if they are the last one leaving the premises.
- d) It is NORWACS's responsibility to provide clean, safe and comfortable facilities for room users. If this is not the case, the Manager should be immediately informed.

6. Bond Refund

- a) The bond will be refunded once the room has been inspected and found satisfactory.
- b) Costs will be removed from the bond in the case of any damage or where the room is not left in a satisfactory condition.
- c) A 50% fee will be deducted from the bond if the room use is cancelled within seven days before the room use date.

7. Room User Agreement

Room Users agree to:

- use the facilities provided in a respectful manner and to be respectful and aware of other Centre users and practitioners
- pay all negotiated fees for the use of the room
- ensure the premises and immediate garden surrounds are non-smoking



- wash, dry and put away any used kitchen equipment
- leave the room clean and tidy and replace all items of furniture that may have been moved back to their original place
- provide own stationery and resources or negotiate use with Manager
- contribute to keeping the toilets clean and tidy.

The Management of NORWACS will discuss with you if there are any problems or breaches of this agreement and reserves the right to terminate the agreement if required.

Signed: _____ Dated: _____
On behalf of the Northern River Womens and Children's Services Incorporated

Signed: _____ Dated: _____
Room User

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ROOM USE APPLICATION FORM - 488 Ballina Road, Goonellabah

The attached 'Terms and Conditions of Room Use' form part of this application.

Room User Details			
Name Room User			
Contact Name			
Daytime Phone No.		Mobile	
Email address			
Address for Correspondence	Post Code:		
ABN No.		Previously used Room here?	Yes No
Type of Organisation/ practitioner (Please tick)	Profit making organisation <input type="checkbox"/> Private health practitioner <input type="checkbox"/> Not for profit organisation with external funding <input type="checkbox"/> Not for profit organisation with no external funding <input type="checkbox"/>		

Room Use Details	
Purpose of Use	
Date(s) / Day(s) Required, Time(s) Starting and Finishing	
Type of booking	Casual Booking Including School Holidays Regular Booking Excluding School Holidays
Room Required	
Activities undertaken	
Experience / Background (if long term use)	
Professional Qualifications	
Professional affiliations	



Furniture / Reception or other resources needed			
No. Expected Attendees		Attendees Age Range	
Public Liability Insurer		Certificate of Currency attached	Yes No
Professional Indemnity Insurer		Certificate of Currency attached	Yes No
Amount of fees charged to community members			
Agreement			
<p>As the room user, I hereby agree that the above information is correct and that I have read and understood and agree to abide by the Conditions of Room Use. I also agree to indemnify NORWACS, its staff, volunteers, Managers and CEO from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Room User, its employees and any persons under its control or responsibility in connection with the usage of NORWACS's facilities.</p>			
Signature		Date	

Office Use Only			
Strategic Plan fit			
Amount Contribution Agreed			
Additional Conditions Agreed to			
Application accepted by		Date	
Application approved by		Bond taken	Yes No \$
Total hire fee	\$		
Keys Required	Yes No	Key Deposit Paid	
Date Keys Collected		Signed	
Date Keys Returned		Signed	
Receipt No.		Date	

