

Guidelines for Hire of Centre Facilities

The DCA Management Committee will ensure that:

- Toilet areas are hygienic, and stocked with adequate supplies for personal hygiene.
- Kitchen area is hygienic, and stocked with adequate supplies for cleaning cutlery, crockery, rooms, and personal hygiene.
- Carpeted floors are vacuumed clean
- Vinyl floors are mopped clean.
- Functional cleaning equipment for client use is provided.

As a condition of Hire, the DCA Management Committee expects Clients to ensure that Centre facilities are left as found. PLEASE:

- PROTECT OUR SECURITY: Relock opened windows. If you have use of a Centre key, check that all opened doors -- including toilets -- are locked before you leave.
- Notify the Centre Coordinator ASAP if you note any damage to DCC facilities.
- Check with DCA Representative if you wish to use electrical equipment that requires additional cables, outlets, etc.
- Smoking is NOT permitted within the Centre. Please do not use unguarded flames – candles, flambeaus, torches, etc – on premises.
- Decorations - Do NOT use sticky tape. ‘Blue Tack’ type products acceptable but must be removed with decorations without damage to paint, equipment, etc.
- Clean and return chairs and tables to their places, leave curtains/blinds as found.
- Wipe down furniture or counters, so there are no remains of food or beverages.
- Floors left ‘broom clean’. Spills and stains to be sponged up.
- Any DCA cutlery, dishes etc, used are to be washed clean, dried and replaced.
- Place all rubbish in designated bins. Take away food/scraps with you.
- Be a responsible host and neighbor: respect parking signs, noise laws, etc.
- Accidents happen. Please contact the DCA Representative if a problem arises so that we can resolve it together.

Please remember the contract applying to your group's use of DCA keys in which you accept responsibility for the following:

- Ensuring security is maintained for the Downer Community Centre and key. The individual who signs for this key is responsible for ensuring that room/s used is secured after use, and for the safety of Centre key/s. Centre keys must not be passed on to any individual who has not signed this Agreement without permission of the DCA.
- Following guidelines for Centre use regarding cleaning and maintenance.
- The conduct of your guests/group members; any damage caused during your hire of the facility; the security of the building during and after your usage.
- Notification to the DCA if Regular Client/s wish to access the Centre at any time other than the hours for which the Client is billed (which are listed on the Hire Agreement Form). *NB: The DCA cannot guarantee that these wishes can be honoured, or billed at Regular User rate.*
- Timely notification to DCA representative if problems arise; timely return of the key at request of DCA.