



Community Learning Centre Booking Form

User Group	
Contact Name	
Address	
Phone	
Mobile	
Email	
Billing Address Email or Post	

Please complete the form and return to Community Hub Inc. 34 Connor Street Colac or email to admin@communityhubinc.org.au as soon as possible.

Days required:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dates							

Time required:

AM	PM	Number of hours	Number of Participants

Room charges: Non for Profit & Community Groups \$15 per hour Private Organisations (Commercial Operations) - \$30 per hour. This hourly rate includes use of WIFI, overhead projector & screen; up to 10 pcs. There is an additional charges for use of laptops. You can bring your own laptop to use with overhead projector.

Type of Group	Hourly rate	Half Day (i.e.: 8am-12pm)	Full Day (i.e.: 9am-4pm)
Community Groups (Not for Profit)	\$15.00 Including GST	\$44.00 Including GST	\$88.00 Including GST
Private Groups (Profit making)	\$22.00 Including GST	\$88.00 Including GST	\$176.00 Including GST

Fee Quoted: _____
within 30 days

All accounts are payable

How often do you wish to be invoiced?

Monthly	Quarterly	Annually



Resources Required:

Computers/ Software required (free)	Wi-Fi	Data projector	Disability Access	Screen Projector	Fridge	Urn

Up to 3 Laptops	\$10 each per session	No. required		
			TOAL COST	

Tables and Chairs:

Users are allowed to move tables and chairs to their requirements, but must return them to their original positions at the conclusion of your booking.

Catering:

(Urn and refrigeration available).

External catering – Users may organise their own external catering. If applicable, please provide the following information:

Arrival Time: _____ **Name of Caterer:** _____

Terms and Conditions

All groups accessing the Community Learning Centre are required to adhere to the following Terms and Conditions of Use.

Security:

- Groups are advised that security cameras are installed for safety purposes and record vision only. Footage is viewed by authorised staff members.
- Keys must be collected only by the nominated contact person during office hours only.
- Keys must be returned to the office on day of use or after hours into the drop box located on the Tool Bank door.
- Content on Community Learning Centre PCs is deleted regularly. Users are responsible for saving their own files onto your own USB devices. CHI does not to accept responsibility for user's files or generated data. All users must comply with our email and internet usage policy.
- Any incident deemed to be a civil or criminal offence, for example, theft, damage and/or violence will be followed up with the individual/group and referred to the relevant legal authority. Compensation for loss or damages will be sought.

Health and safety

- Any mishaps or incidents must be reported to Community Hub Inc. including damage to property and/or equipment. This should be done in writing and delivered in person to 34 Connor St Colac within office hours, or to PO Box 14 Colac.
- The entire Community Hub precinct including the Community Learning Centre is a non-smoking area. Anyone wishing to do so must exit the property onto Connor or Miller Streets.



Information and Technology

- Not use internet for an illegal activity or purpose;
- CHI cannot guarantee confidentiality over the internet, users entering personal information (Credit cards numbers, social security numbers, etc.) Do So at their own risk;
- CHI is not responsible for work or information lost due to computer or system malfunction;
- Users must respect copyright laws and licensing agreements;
- Users are not permitted to modify the installed hardware or software in any way;
- Users must not attempt to make changes to the setup or configuration of the computer. This includes the loading of software applications;
- The intentional downloading and / or viewing of material on the internet that contains contents considered to be offensive is expressly prohibited;
- Users must supply their own storage devices (USB).

Inappropriate use includes but not limited to:

1. Display or downloading of pornographic or offensive material;
2. Modification of CHI hardware, setting, or software;
3. Illegal, criminal or anti-social (Intimidation, harassment, cyber bullying) internet use;
4. Damage to or theft of CHI resources.

Before exiting the building, all groups are to ensure the following checklist is completed

- Wash, dry and put away all crockery (*cleaning products can be found in the locked cupboard below the sink. The key is located on a hook, on the noticeboard above the sink*)
- Wipe down all tables and return furniture to original position
- Place rubbish in recycle and household bins provided (outside)
- Turn off heater/air conditioner, urn and all equipment (i.e., computers, data projector)
- Close all curtains and/or blinds AND turn off lights
- Double check that all doors (including sliding and exit doors) and windows are locked

Casual users please note:

Once the room is locked, keys and any correspondence can be placed into the drop-box on the Tool Bank door, or returned to the office at 34 Connor Street Colac during office hours.

I agree to these terms and conditions.

Signature: _____

Date: _____

Community Hub Inc. reserves the right to disallow any group or user if they fail to adhere to the terms and conditions as outlined in this document.