

2 Elger Street Community Room Hire Agreement

2 Elger St Glebe Community Room is available for hire at a cost of \$20.00 per hour. Please read the information below and complete the form at the bottom of the page.

Using the room

- Keep noise levels to a minimum when entering/exiting and using the room
 - Be aware of emergency procedures, such as the location of fire exits
 - No alcohol, smoking or drug use of any kind is permitted in the room
 - Discrimination, vilification, incitement, offensive conduct and public disorder are prohibited and people will be excluded from future use
 - The closing up checklist on the back of the door must be completed
 - Users must close and lock all doors at the end of use.
- Lost keys or damage to the room needs to be reported to 8324 0800 immediately.**

COVID Safety

- The maximum capacity of the room is 15 people including children
- Hiree must ensure people using the room must use the QR code to check in
- Hiree must ensure people sanitise hands and wear face masks while inside the room
- Hiree must clean hard surfaces with disinfectant wipes provided after use

Conditions of room hire

- The hiree is responsible for the condition of the room
- The room must be left in a clean and tidy state. All rubbish must be placed in the external garbage bin. This includes disposing of any refrigerated items
- Use room equipment with care and following the relevant health and safety operating instructions. Do not remove items or equipment from within the room.
- Any lost keys will be charged at our standard replacement rate of \$250 (security keys).

I agree to adhere to the terms and conditions set out in this document

I agree to use the QR code to record each participant

Name	
Contact number	
Organisation	
Event	
Event date and time	
Signature	
Date	
Bridge Housing sign-off	