

Ann Street Presbyterian Church Trust

Ground Floor Meeting Room Use Policies

1. Entrance is through the glass doors (143 Ann St) off the forecourt between the Church building and 145 Ann Street. Outside of business hours, a security access card is required to enter the building and use the lift.
2. A security card is provided for long-term users of the space at a cost of \$20. For one-time users of the space, a deposit of \$20 will be held, which is refunded on its return. The card is not transferable and at all times remains the property of the Trust. The Trust Manager must be notified immediately of any change in the person responsible for the group.
3. Doors must be closed when leaving the premises. All lights in the Ground Floor Meeting Room are to be turned off. Please check the panel by the meeting room door and the Entrance Lobby (next to the lift) when exiting that there are no brightly lit blue buttons, if there is please press each blue button to switch off the lights.
4. If using the kitchenette for tea and coffee please ensure urns are switched off and emptied and left on the trolley provided. The kitchen crockery and cutlery may be used, but any breakages must be advised to the Trust Manager and may require payment (this will be confirmed at the time of reporting). All crockery and cutlery used is to be washed and returned to the appropriate places, not left on the sink or in the dishwasher. The dishwasher must be emptied and turned off before leaving. The kitchenette must be left clean and tidy.
5. **All users of the kitchenette facilities are to provide their own tea, coffee, etc. and are not to use the Church's provisions. As well, all users are to bring their own tea towels and tablecloths, unless otherwise agreed in writing.**
6. For small functions all food scraps must be placed in the rubbish bin located in the kitchenette. Larger amounts of food scraps should be tied up in a plastic bag and placed in the rubbish bin by the lift on the ground floor. For large functions please request access to the building waste bin when making booking arrangements.
7. Cleaning: The room should be left as found. A vacuum is available if required. Please ask if this is needed by your group.

If the kitchenette is used by your group please wipe down sink and benches and wipe any spillages off tiles before leaving the premises.

Please Note: Any spillages on the floor must be cleaned using the appropriate cleaning materials stored under the sink.
8. Any damage, faulty appliances, breakages, etc. must be reported to the Trust Manager immediately and all breakages have to be paid for.
9. Smoking is not permitted within the church facilities, and alcohol must not be consumed anywhere within the church facilities or the surrounding areas without a licence or prior written approval by the Trust.
10. Respect the property of other groups in our complex and do not use their equipment unless permission has been obtained.
11. If tables/chairs are repositioned for your group, please ensure they are returned to their original location in the room or store room.

12. Appoint a member who accepts responsibility for abiding by the above conditions and advise the Trust Manager who that person is, so that contact may be made if required. If the appointed responsible person changes, then this is to be notified immediately.
13. Donations to the Trust to cover facility usage, air conditioning and electricity, should be made to Ann Street Presbyterian Church Trust, preferably by EFT for larger amounts (see payment details below); alternatively, cheques can be handed to the Trust Manager, or mailed to PO Box 13291, GEORGE STREET QLD 4003.
14. A PWD toilet is located just outside the meeting room. There are also toilet facilities (men's, women's) just up the stairs.
15. Any requested changes to the agreed usage of our facilities are to be made to the Trust Manager and agreed upon in writing.
16. There is to be no parking available in the Basement car park unless specifically authorised by the Trust Manager when booking your event.
17. In the event of fire or emergency please follow the directions of the fire warden or the fire / emergency plan located on the wall at the lift. After Hours Instructions are attached.

Checklist at the End of Event

- ☐ Floors are cleaned
- ☐ Lights are turned off
- ☐ Rubbish has been placed in the bin
- ☐ Doors are secured
- ☐ The Trust Manager has been notified of any hazards, incidents or breakages.

BANK DETAILS

<i>Name of Bank:</i>	Westpac Banking Corporation
<i>Branch:</i>	260 Queen St Brisbane QLD
<i>Account Name:</i>	The Trustees of the Ann Street Presbyterian Church
<i>BSB Number</i>	034-014
<i>Account Number</i>	11-8785

NOTE: Public Liability Insurance – Users of our premises must carry their own public liability insurance and a copy of this policy must be viewed by the Trust before a booking will be confirmed.

For private one-off functions, e.g. birthday parties, etc, it will be necessary for the user to take out public liability insurance to cover the function. This can be arranged through our insurance company; let us know if you require this.