

Ann Street Presbyterian Church Trust

143 Ann Street Hall and Kitchen User Policies

1. Entrance is through the glass doors (143 Ann St) off the forecourt between the Church building and 145 Ann Street. Take lift or stairs to Level 1. Outside of business hours, a security access card is required to enter the building and use the lift.
2. The security card is provided for long-term users of the space at a cost of \$20.00. For one-time users of the space, a deposit of \$20.00 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 Hall must be turned off. Some foyer lights and air conditioning are automated. Please check the panel by the hall door and the downstairs foyer (next to the lift across from the kitchenette) when exiting to ensure there are no brightly lit blue buttons; if there is, press each blue button to switch off the lights.
4. If using tea and coffee, please ensure urns are switched off, emptied and left on the trolley provided. If using the Hall Kitchen the crockery and cutlery may be used, but any breakages must be reported 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 drained, rinsed and emptied before turning off. Instructions are on the wall beside the unit. The kitchen must be left clean and tidy.
5. **All users of the kitchen 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. All food scraps must be placed in the rubbish bin located in the kitchen. The rubbish bins should be emptied at the end of usage of the premises. Remove the bag from the rubbish bin, tie up, and place another bag into the rubbish bin (these bags are kept in the cleaner's cupboard in the adjoining room). The rubbish for disposal should be taken to the waste bins on B1 by using the Goods Lift (this requires a security access card).
7. Cleaning: The Hall carpet must be vacuumed before leaving. The vacuum is kept in the Cleaners Room (adjacent to the kitchen) along with mops and bucket. The Hall kitchen, if used, must be mopped with the green mop before leaving the premises.

Please Note: Any spillages on the floor must be cleaned by using the appropriate cleaning materials stored in the Cleaners Room.

8. Any damage, faulty appliances, breakages, etc. must be reported to the Trust Manager immediately and may require replacement.
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.

10. Respect the property of other groups in our complex and do not use their equipment unless permission has been obtained. If tables/chairs are repositioned for your group, please ensure they are returned to their original location in the store rooms.
11. Appoint a member who accepts responsibility for abiding by the above conditions and **note that member on the Room Request Form**, so that contact may be made if required. If the appointed responsible person changes, then notify the Trust Manager immediately.
12. 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.
13. There are toilet facilities on Level 1. Men's, women's and the PWD toilet are through the door near the hall kitchen; another PWD toilet is located behind the foyer lift. Toilets are also located on the ground floor past the car park lifts if required.
14. Any changes to agreed usage of our facilities must be submitted to the Trust Manager and agreed upon in writing.
15. There is to be no parking available in the Basement car park unless specifically authorised by the Trust when booking your event.
16. In the event of fire or emergency please follow the directions of the fire warden or the fire / emergency plan located on the walls at the lift and at the door to the fire exit as well as on the fire exit door. After Hours instructions are attached.
17. For After Hours air conditioning in the Hall, please flip the switch in the Fire Hose Reel room in the corridor off the Hall. It will run for 3 hours.

Checklist at the End of Event

- ☐ Floors are cleaned
- ☐ Lights are turned off
- ☐ Rubbish has been taken to the waste bins on Basement 1
- ☐ 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 to take out public liability insurance to cover the function. This can be arranged through our insurance company, please advise if you require this from us.