

TERMS AND CONDITIONS OF USE

Hours

Business hours are considered to be 8.30am – 5pm Monday – Friday. After hours are considered to be all other times.

Security

The building is controlled by a computer-generated programme that locks and unlocks the Moray Place entrance. Access into the building is by use of a provided key tag. **NB: The time set on this door means that there is a 5 second delay before the magnetic devise re-activates. Users must make sure the magnetic devise catches when exiting the door.**

Those using the meeting rooms after hours are responsible for ensuring the security of the building at all times. There is an intercom system with a door release button beside the light switch in each meeting room to let latecomers into the building. **The front door must not be left open and unattended.**

When vacating the building please check (including toilets): **All lights and heaters are turned off, No unauthorised people are in the building, and External doors are secure.**

Organisations that use the meeting room on a regular basis after hours may take stewardship of a key tag for their use, by paying a bond of \$20.00 and signing a stewardship agreement form.

Keys are given for the specific reason of accessing the building for the purpose of the booked meeting. Access at any other time will be viewed as trespassing and acted on accordingly.

Failure to observe the security policy may result in no longer having access to Dunedin Community House after hours.

Fire Evacuation Procedures

In the event of fire, move directly to the car park via the exits on each floor. Meeting place is in the car park next to the “AREA” Pool house/bar. Stay until everyone is accounted for. The designated person or person responsible for hiring the room is required to contact either: The **Manager of Community House Sue Russell (03)467-5874 or 021 2255 199 Or the House Supervisor Alan Shanks (03)481 7299 or 021 0496 269.** Fire-detectors are linked directly to the fire department; there is no need to activate an alarm.

Additional Requirements

If a meeting room user has specific and special requirements for the room they have leased, e.g. additional chairs or tables to be available, this needs to be indicated at the time of booking. There is a guide on the wall of each meeting room that indicates the layout the room must be left in.

Cleaning

Dishes – All dishes used must be placed in dishwasher and the dishwasher turned on. Rubbish – Excess amounts of rubbish must be removed from the premises and disposed of by the meeting room user. Failure to comply with this policy may incur a fee.

Tea and Coffee

Users of the meeting rooms are required to supply their own tea, coffee, milk, sugar and other supplies. Tea stations with continuous hot water are available on both floors – cups are supplied.

Bookings

A meeting room that is cancelled with one week or less notice will incur charges. The rent will be billed monthly in arrears and must be paid for by the 20th of the following month.

Car Parking

Car parking in Community House car park is by lease only agreement and is not available for people utilising the meeting rooms either during office hours or after hours. If a vehicle is parked illegally in a tenant’s car park, we reserve the right to have the vehicle towed away at the owner’s expense. Failure to comply with this policy may jeopardise future use of these facilities.

Equipment

Overhead projector, TV/video, white boards, data projector, data projector screen, sound system and DVD equipment are available (there is a charge for some of this equipment).

Noise

Regardless of office hours others may be using the building, please keep noise levels at a reasonable level.