

# Rules & Conditions applying to engagement of MECA's facilities

## 1. Booking Requests:

Only bookings for which the application form has been completed and signed will be considered. Booking requests are accommodated and based on priority group and priority activities. Groups are not to use the premises or publicise the event until MECA has formally approved the application.

## 2. Facilities

The meeting rooms must only be used for the intended activities indicated on the application form. MECA's meeting rooms may not be used for private or business purposes, for income generating activities that result in personal profit or for any illegal activities. Applicant must vacate the premises at the end of their allocated time.

## 3. Damage of Venue

The Applicant shall be responsible for the cost of making good any damage caused to the building, furniture and fittings arising out of and in the course of his /her engagement, including loss of keys. Any damage must be reported to MECA as soon as possible.

## 4. Cleaning

The meeting rooms engaged must be left by the applicant in a clean condition. All tables must be left clean and tidy. All chairs must be appropriately stacked. The applicant must ensure that all lights and air conditioning are switched off at the end of activity and must also ensure that MECA entrance doors are locked.

## 5. Payment Information

- a. Room booking fees will apply (all prices are inclusive of GST):
  - I. \$7 per hour for service provider organisations conducting not for profit activities like STARTTS, AMEP etc.
  - II. \$4 per hour for community groups
  - III. \$5 per hour for use of the office
- b. A deposit of 50% of hire fees is to be paid on all bookings, if the full fee is not paid in advance on application. The deposit must be paid and the room booking application form lodged within 3 days after the initial, informal application for hire is made personally or by phone otherwise the booking will be cancelled.
- c. A bond is payable at the same time as the deposit (Please note that, subject to clause 3, the bond payable will be refunded if the hired space remains undamaged).
- d. If the room booking is cancelled the deposit will not be refunded unless the meeting room is re-booked

## 6. Child Protection Legislation

- a. The Applicant warrants to MECA that he/she has, or will, at all times that are relevant to this agreement comply with all of its obligations under the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young Act 1998 (both Acts hereafter referred to collectively as 'the Child Protection Legislation') and, in particular, will comply with those obligations during the term of this agreement.
- b. The applicant warrants that he/she is not a prohibited person within the meaning of the Child Protection Legislation
- c. The applicant warrants that insofar as it is aware, none of its existing employees are prohibited persons within the meaning of the Child Protection Legislation. The Applicant warrants that he/she has ensured that all of its current employees have complied with all requirements of the Child Protection Legislation current at the time of the booking.

## 7. Smoke / Alcohol

MECA premises are all smoke and alcohol free zones.

## 8. Noise

All noise must be kept to a minimum, to avoid any inconvenience caused to other applicants or neighbouring tenants.

## 9. Indemnity

The Applicant hereby grants MECA an indemnity from and against all claims, demands remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which MECA may be or may become liable in conjunction with injury, damage or accidental death through the applicants neglect or default or the neglect or default of any other person in connection with applicants use of the premises.

## 10. Security

All keys that are issued to the applicant must be signed for before the booking and returned within 72 hours of accessing the premises. Where necessary, an individualised alarm code will be generated for each group and used to identify who has used the rooms. The applicant must also undertake an orientation of the facility prior to use.

## 11. Keys

- a. The room hirer accepts full responsibility for any key issued into their custody including liability for any or all costs associated with key recovery and or re-keying due to their (room hirer) loss, misuse, inability or refusal to return any MECA key.
- b. Lost keys must be reported to the Centre Manager immediately using the **LOST KEY REPORT FORM**. The police must also be notified and a case number obtained. Any costs incurred as a result of replacing the lost key will fall upon the group or individual to whom the key was issued.