



PO Box 8093, Woolloongabba, Qld, 4102 – (07)38919210 – office@gabbachurch.org

## FACILITY USE....POLICY- AGREEMENT-CHECKLIST

### Purpose

The purpose of this Facility Use Policy is to clearly articulate to all members and adherents of Church@TheGabba, The HUB ministry community, and to all others, the Church Leadership's expectations of all people who request to use any part of the Church@TheGabba facility. This Facility Use Policy is specifically intended for all non-commercial buildings, spaces, rooms and carparks belonging to Church@TheGabba and is inclusive of all areas therein.

### Preamble

We believe that Church@TheGabba has been greatly blessed with the provision of the facility/property that we now have. We also believe that this facility can be used as a blessing for others and, consequently, we encourage the use of the church facility by The HUB ministry community members and we are open to considering the use of the facility by others.

However, as we want to be good stewards of this property, we accept that each and every user of the facility needs to share in the responsibility of keeping it clean, safe and secure.

Thus, this policy and agreement is designed to ensure that each user of the facility is aware of, and in agreement with, their responsibility, as outlined herewith.

### Policy

A request for use of Church@TheGabba facilities, buildings, rooms and spaces must be made in advance to ensure availability of required area(s).

Approval for the requested use will be given after due consideration by the church leadership and/or its representatives.

Non-church groups will have to organize their own insurance and liability cover (if required).

The church has a strict "**No Alcohol and No Smoking**" policy in all of its buildings, spaces and rooms.

### Safety

Each user of the facility must be aware of the location of Fire Extinguishers and First Aid Kits, as well as necessary exits and the Emergency Evacuation Plan (Diagrams near Fire Extinguishers).

### Definitions

*Church* means **Church@TheGabba** and also includes the associated ministries and activities of the church.

*Church Leadership* means primary governing group of the church such as the board, elders or deacons.

*Facility* All non-commercial internal and external areas belonging to the Church@TheGabba property, including all buildings, spaces, rooms and carparks.

### AGREEMENT:

I, \_\_\_\_\_ (name), on behalf of \_\_\_\_\_

(group name), apply for use of \_\_\_\_\_ (building/room/space)

on \_\_\_\_\_ (date and time) for the purposes of \_\_\_\_\_

\_\_\_\_\_ (activity).

I/we agree to abide by any conditions placed on my/our use of the facility by the church and further agree to ensure the satisfactory condition of the facility upon completion of use, as per following guidelines.

**Name & Position:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## COMPLETION CHECKLIST

The following checklist is to be used at the completion of your use of the Facility to ensure the security of the property and to fulfil your Agreement to Use.

### BEFORE USE:

Take a photo(s) of all equipment/rooms/areas before any use or rearrangement of furniture to ensure the return of same to the exact same original position after use.

- All furniture (including chairs and tables) has been returned to its original position (refer to the Before-Use Photo previously taken).
- All added decorations have been carefully removed from the walls and windows.
- All rubbish has been removed from the used areas and disposed of in the wheelie bins located under the stairway.
- All blackboards/whiteboards have been completely cleaned.
- All appliances (eg. urns, sound systems, projectors etc) have been turned off.
- The kitchen has been left clean and tidy in accordance with checklist on the kitchen wall.
- All floors have been left clean....vacuumed / swept, with all spills cleaned up as appropriate. A vacuum cleaner and broom are located in the small room opposite the upstairs kitchen. Please return after use.
- The church carpark areas have been left clear of any rubbish.
- Any C@G A-frames and other advertising equipment used outside have been returned inside, and any non-C@G signage has been removed.
- All windows have been closed and secured.
- All air conditioners and fans have been turned off.
- All lights have been turned off, including in toilet and bathroom areas.
- All exits and external doors have been locked (and checked).
- All keys and access cards have been/are being returned, along with this Checklist/Report, as arranged at time of booking.

**NB: Failure to comply with these conditions of use will result in a fee being levied to cover the cost and time of cleaning, rearranging and additional power usage.**

IS THERE ANYTHING WE NEED TO BE AWARE OF? (things not working, breakages etc)

DO YOU HAVE ANY SUGGESTIONS HOW THINGS COULD BE IMPROVED?

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION IN GROUP \_\_\_\_\_ NAME OF GROUP: \_\_\_\_\_