

Willunga Uniting Church – Guidelines for Users

The Willunga Uniting Church seeks to make its facilities easily available for non-church and community use. The following applies to all people and organisations hiring the facilities:

1. Your booking will be confirmed with an invoice when the Licence Agreement with Schedule, and deposit if required, have been completed, signed and paid.
2. The facilities are shared community facilities and on occasions there may be multiple users. As the kitchen is generally included with the hall hire, this may need to be shared when multiple bookings are taking place in the building.
3. Ensure the large dark grey carpet is left unrolled in the centre of Bethany Hall and return all chairs and furniture in the rooms to the original state you found them in.
4. Ensure if using the kitchen that all crockery and cutlery is washed and returned to drawers and cupboards, that your contents are removed from the fridge and that all the kitchen bench tops are cleaned. Used tea towels can be folded and left on a benchtop for cleaning by the Church. A range of cleaning products are located under the kitchen sink.
5. Ensure all rubbish is placed in the bins provided in the kitchen. Large council bins are located outside on the eastern wall of Bethany Hall if required.
6. Whilst the church has a cleaner who cleans the entire facility once per week, brooms, a mop and a vacuum cleaner are available in a cupboard in the corridor for any major spills.
7. There are 10 plastic trestle tables stacked at the western end of Bethany Hall and available for use. Ensure they are clean and return them to where you found them.
8. The sale of alcohol on the premises is forbidden – refer to 1.k) of the License Agreement.
9. Ensure the Willunga Uniting Church is notified as soon as possible if there are any incidents while on site. Please phone Trevor on 0415 871 448 as soon as possible.
10. Ensure, in case of an emergency, you familiarise yourself with the evacuation points identified in a diagram on the supper room door (left of the kitchen). Please phone Trevor on 0415 871 448 as soon as possible if an emergency arises.
11. Due to strict fire safety regulations, flammable items such as LPG cylinders, gas barbeques, sparkers and anything similar are not permitted inside the facility.
12. Ensure any portable electrical equipment you use, including leads, is up to date and all PowerPoints turned off when you leave the site.
13. Ensure all doors are locked (two doors in Bethany Hall and the main entry door) and return the key to the key safe once you having finished your booking.
14. **IMPORTANT** – Willunga Uniting Church accepts no responsibility for any damages, loss or theft of any items brought onto or stored on the premises. If you choose not to have Public Liability Insurance, please be aware of the risk of legal liability that you are taking if damage or injury are caused during your booking.

If you have any further questions regarding your booking feel free to contact us via:

Email: Bethanyhallbookings@outlook.com

Phone: (08) 8556 2650