 User By Laws

1. All bookings are to be paid for at the time of the booking before the hire date. A key and security bond will be charged at the same time. Bond monies will be returned upon return of centre keys and cleaning checklist after inspection of centre by the centre coordinator.
2. The Management Committee reserves the right to refuse admission to any person or groups that are deemed unsuitable.
3. Any person/persons hiring the centre for a function will not permitted to bring alcohol onto the premises unless the Management Committee grants permission.
4. The Centre and the grounds including the carpark are a SMOKE FREE ZONE (This is a Department for Communties regulation).
5. Persons under the age of 25 must have a guarantor to hire the centre and the guarantor must be present at the function.
6. Children must be supervised at all times.
7. Public liability or theft of any user group’s property whilst in use or stored on the grounds of the Westerly Family Centre is not covered by Westerly Family Centre’s insurance policy. This is the responsibility of the hirer.
8. The behaviour of all persons within the Family Centre and Family Centre grounds, are the responsibility of the hirer.
9. Any damage incurred by the hirer will be deducted from the security bond. Any damage beyond the bond amount will be charged to the hirer.
10. Permission must be obtained from the Management Committee to place objects on the wall or take objects off the wall.
11. Hirer’s must leave the centre as they found it, All tables and chairs must be returned to their storage positions. Hirers may incur an additional cost if this is not done.
12. 48 hours notice is required for a casual hirer cancellation, otherwise hire fee’s are charged. One months notice is required for termination of booking for permanent user groups.
13. All drinks brought into the Family Centre must be either in casks or cans. No glassware is to be used by a person attending the Centre.
14. Respect and common courtesy is expected regarding other user groups. Duty of Care requires that all user groups are aware and responsible for health and safety of their members whilst using the centre’s facilities.
15. Each November new application forms for use of hire for permanent groups will be sent out for hire for the commencement of the new year.
16. Regular User groups will be notified of any increase in rental charges at least one month prior to the start of a new term.
17. Security Alarm must be turned on and off and all User groups are responsible for arming and disarming the alarm. A fee will be passed onto the group if they neglect to do so. Security call out is $88.00 (as at Feb 2016).