



Conditions for use of facilities

THE MEETING PLACE: 22 Marjorie Street, Taree

Manning Valley Neighbourhood Services Inc (MVNS) agrees to permit the use of these facilities based on the following terms and conditions:

Bookings and Session times:

- Access to the **MEETING PLACE** is arranged via booking request on: 6553 5121 or 6550 1666
- The **MEETING PLACE** is available for use on the following basis:

MORNING SESSION	9am	-	12.30am
AFTERNOON SESSIONS	12.30pm	-	4pm
ALL DAY BOOKING	9am	-	4pm

Fee: There will be a minimal fee, this can be discussed upon booking.

Please indicate your requirements at the time of booking

Collection and return of keys:

- Casual users are required to collect and return keys to MVNS Offices at The Old Courthouse, Farquhar st Wingham – unless other arrangements have been made.
- Keys are to be signed in and out.
- Keys are to be returned as arranged upon booking.



Smoking:

- The Meeting Place is a **SMOKE FREE FACILITY**.
- No smoking is permitted on any part of the property **when children are present**.
- A **Smoking area** has been provided at the rear of the building, under the carport.
- Please ensure that all butts are disposed of safely and carefully.
(They are not to become a garden feature).

HOUSE KEEPING

All users of the "MEETING PLACE" are expected to keep this community resource neat and tidy

This includes:

- Giving a sweep to path/entrance area PRIOR to your group/meeting, AND after if required.
- Washing up (and drying/putting away) of any cups, dishes etc used
- Picking up of all rubbish
- Emptying of kitchen tidy bin (new liners in kitchen drawer) is appreciated.
- Returning toys to their storage area
- Returning any chairs/tables to the **original position**
- All blinds are pulled down
- Replace cover over sandpit
- Ensure all outside gates are closed
- Ensure all exterior access doors are locked

Please report any concerns to MVNS when dropping keys back, eg: spills, breakages etc.

Your group will be invoiced for any additional cleaning required if the MEETING PLACE is left in an unacceptable state.



Consumables:



MVNS will provide toilet paper, paper hand towels, teabags, coffee, sugar, plain biscuits, UHT milk sachets, Styrofoam cups and garbage bags.



Your assistance is sought:



- Where meeting groups may be large – bringing your own tea, coffee etc
- Please advise MVNS on (6553 5121) when items need replacing.
- Purchasing milk for your own group.



Fridge:



- Labels have been supplied to indicate who owns food items in fridge – please mark with group/name/date placed in the fridge.
- Food in the fridge will have a 4-week life unless otherwise stated on label.



Nappy Change Area:



- Change Mat, wipes and disposal bags are available in the bathroom –
- Wipe down mat with spray provided
- Please dispose of all nappies to the outside bins.

