



Busselton Community Resource Centre



RULES

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1. INTRODUCTION

These Rules are binding on all users of the Centre. They are designed to ensure that the use and occupation of the Centre is consistent and maintained to a high standard. They are also intended to be fair and reasonable.

Hirers will receive a copy of these Rules with their Agreement and Tenants will be bound to observe them as they are deemed to be incorporated into their Leases.

The Rules are subject to change and updating as may be required. The City will endeavour to bring any changes to the immediate attention of Tenants and Hirers and up to date versions will be posted on the City's website and hardcopies will be made available at the City's administrative offices.

2. DEFINITIONS

For the purposes of this document:

Agreement means the Agreement entered into with the City;

Centre means the Busselton Community Resource Centre;

City means the City of Busselton;

Common Areas are the areas shown hatched red on the plans attached and include the foyer, lift, corridors and toilets;

Common Rooms are the areas equipped with kitchen facilities, marked Common Room on the attached plans;

Hire Period means the dates and times specified in the Agreement;

Hirer means a Person, a Body Corporate, Business or an Incorporated Association that have completed an Agreement with the City;

Tenant means the Association/Organisation occupying Leased Premises within the Centre;

Leased Premises is the office space within the Centre leased by the City to the Tenant;

Meeting Rooms are the rooms shown hatched green on the plans and shall be available for hire by Tenants and Hirers on payment of a fee.

3. ACCESS CARDS

Tenants

Tenants will be provided with limited access cards for their Leased Premises, front entrance door of the Centre and the Common Rooms. Tenants shall be responsible for their access cards and must notify the City of any loss or damage to the same as soon as possible. Replacement cards will be at the cost of the Tenant.

To ensure that an active register of access cards is maintained, any additional cards will be issued at the discretion of the City. At the expiry of their leasehold term, Tenants are required to return all access cards to the City.

Hirers

Hirers will be provided with access cards to the Meeting Room they have hired, the front entrance door of the Centre and the Common Rooms. The card must be returned to the City at the end of the Hire Period and at the latest within 2 working days of the end of the Hire Period. Hirers shall be responsible for these cards and must notify the City of any loss or damage to the same as soon as possible.

A deposit will be taken by the City for access cards issued to Hirers and Tenants who hire meeting rooms and replacement cards will be at the Hirer's cost.

4. AIR CONDITIONERS

Air-conditioning in the Common Areas and Common Room will be regulated and preset by the City.

Leased Premises

Tenants will be provided with operating instructions for the air conditioner unit. It is the responsibility of the Tenant to ensure they are familiar with these instructions before operating the unit.

Tenants are required to ensure their unit is switched off before leaving the Leased Premises. Between 8.31pm and 7.59am power to air conditioners is automatically turned off but can be reactivated manually at the individual units (this is to ensure that no air conditioner runs 24 hours a day).

Tenants should notify the City of any failure in the operation of the air-conditioning facilities.

Meeting Rooms

The City will display operating instructions for the air-conditioners in the Meeting Rooms. The temperature will be pre-set to recommended Australian Industry Standards from time to time. Hirers will be required to switch the unit on and off.

Hirers are required to ensure their unit is switched off before leaving the Meeting Rooms and should notify the City of any failure in the operation of the air-conditioning facilities.

All users should use the air conditioning responsibly.

5. CLEANING AND WASTE

Tenants and Hirers are required to recycle wherever possible and in particular, deposit paper, cardboard boxes, literature etc. in the "yellow lid" wheelie bins, supplied for that purpose in the Common Rooms. Additional recycle bins will be provided in the rubbish compound. All cardboard boxes must be crushed before depositing into the bin. The recycle bin is emptied fortnightly.

Tenants and Hirers are responsible for the disposal of their non-recyclable rubbish into the green bin located in the Common Area.

The City shall employ cleaning contractors to clean the Common Areas and Common Rooms at frequencies determined by the City and will arrange the removal and (where reasonably possible) recycling of rubbish from these areas.

6. EMERGENCY EVACUATION PROCEDURES

Tenants and Hirers must acquaint themselves immediately upon arrival with the location and content of the evacuation orders for the Centre, including the location and type of fire extinguishers and blankets. Evacuation diagrams are located on both the ground floor and first floor. Tenants and Hirers must ensure their employees, clients, suppliers or guests are familiar with such procedures.

7. INSURANCE

Tenants are to maintain insurance policies in accordance with the terms of their lease.

If required by the City, Hirers shall take out public liability insurance in a form and for an amount specified by the City.

The City shall maintain appropriate and adequate insurance over the Centre and all plate glass, fixtures and fittings, equipment and furnishings installed by the City.

8. INTERCOM

An intercom system has been provided to service the individual Leased Premises and Meeting Rooms. The Hirer or Tenants are not permitted to make any alteration to the settings on the intercom panel located in the main entrance area.

When the main doors are closed you are able to provide access via the intercom system.

The person must push the arrow up button until they find the Tenant/Meeting Room, then push the bell.



If your intercom phone calls, pick up the receiver to see who is requiring access. If you wish to let them in push the bottom button with lock and hang up the receiver.



9. LETTERBOXES

Letterboxes have been provided for use by the Tenants. If mail delivery is required Tenants are required to make their own arrangements with Australia Post. Letterboxes must be cleared daily Monday to Friday. No junk mail is permitted. Access to individual letterboxes will be provided. Tenants will be responsible for the replacement costs of any lost or damaged keys.

10. MAINTENANCE OF THE CENTRE

Tenants will not make any addition or alteration to the Centre or their Leased Premises without the prior approval of the City, and will not damage, dismantle or destroy any facilities within the Centre, or knowingly allow the Centre to be damaged, dismantled or destroyed.

Hirers of facilities will not alter or make any additions to the Centre, damage, dismantle or destroy any rooms or hired facilities within the Centre or knowingly allow any part of the Centre to be damaged, dismantled or destroyed.

Tenants and Hirers will promptly report to the City any damage to the Centre.

11. OPENING HOURS

The Centre is open from 8.00am to 5.00pm, Monday to Friday.

During evenings, weekends and public holidays the Centre will be locked and after-hours access and security procedures will apply.

12. PARKING

There is no designated parking for visitors, Hirers or Tenants. Off street parking is available nearby either at metered or free period sites. The area at the front of the Centre is for drop off and emergencies only.

13. POWER

Tenants will be periodically charged for power. The charge for power will be calculated in accordance with square meterage of the Leased Premises.

The City will pay for the power of the areas exclusively used by the City, the Common Areas, Common Rooms and Meeting Rooms.

Tenants and Hirers shall not use any electrical equipment that will cause the power supply to be overloaded or adversely affected in any way. Tenants should use best endeavours to have all electrical equipment professionally tagged.

14. ALARM CODES AND SECURITY

TENANTS

Authorised access card holders will be allocated a 4-digit security number, known to them and the City. This security number should not be divulged to anyone other than the authorised access card holders of the Tenant.

During Core Opening Hours (Main Entrance)

The main entrance doors will open automatically between 8.00am and 5.00pm Monday to Friday (excluding public holidays). The Centre will be closed to the general public at weekends.

The hours between 8.00am and 10.00pm Monday to Friday the alarm to the Common Areas and Common Room will be deactivated automatically.

During Core Opening Hours (Leased Premises)

Entering: Individual Tenants will not be required to deactivate the alarm to their Leased Premises before entering their room. After entering through the main entrance doors (Harris Road), check the alarm panel which is located on the right hand side of the main foyer to ensure that your alarm has been deactivated automatically. Individual Leased Premises are all assigned a specific zone number which is listed on the cover of the control panel. The zone is identified at the bottom of the alarm pad where there are two rows of oval lights. If your zone light is red the alarm is activated and it must be deactivated by entering the four digit number security code and pressing OFF.

If the light corresponding to the Leased Premises to be entered is off the alarm is deactivated.

Vacating: Tenants must ensure that on vacating the Leased Premises the windows and door are locked behind them. Tenants can reactivate the alarm, by entering the four digit security code

assigned to them and then pressing ON. If you do not do so, the alarm will then automatically activate in your Leased Premises at 10.00pm.

After Hours

Entering: If you wish to access the Centre, before 8.00am or after 5.00pm Monday to Friday, on weekends or public holidays, the entrance doors will be locked and you will need to swipe your access card at the main entrance (Harris Road). Enter through these doors and continue with the instructions for entering during core opening hours as above. It is important that you deactivate the alarm as soon as you enter as the common areas are monitored therefore you only have a small timeframe to do so.

Vacating: Tenants must ensure all lights have been turned off and all doors are closed. Before exiting activate the alarm as instructed by the vacating instructions above. To exit the Centre push the green exit button located on the left hand side of the door.

HIRERS

Hirers will be provided with access cards to the Meeting Room they have hired, the front entrance door of the Centre and the Common Rooms. Access to these areas will be restricted to the Hire Period.

During Opening Hours (Main Entrance)

The main entrance doors will open automatically between 8.00am and 5.00pm Monday to Friday (excluding public holidays) and Hirers can access the Common Areas.

During Opening Hours (Meeting Rooms)

Entering: The access card provided will permit entry to the Meeting Room and both Common Rooms during the Hire Period.

Vacating: Hirers must ensure that on vacating the Meeting Room and Common Room the windows and doors are closed and locked behind them.

After Hours Mon to Fri (6.00am – 8.00am) (5.00pm – 9.00pm) (Meeting Rooms)

Entering: During these times you will be required to swipe your access card at the main entrance (Harris Road). Enter through these doors and continue with the instructions for entering during core opening hours as above.

Vacating: All lights must be turned off and all doors and windows are closed in the Meeting Room and Common Room. To exit the Centre push the green exit button located on the left hand side of the door.

Weekends and Public Holidays

Entering: Hirers must deactivate the alarm to the Common Area and meeting room. Enter through the main entrance doors (Harris Road). The alarm panel is located on the right hand side of the main foyer. Hirers must enter their four digit security code, then press OFF.

Vacating: Hirers must ensure that on vacating the windows and door are locked and closed in the Meeting Rooms and Common Room. Hirers must reactivate the alarm, by entering the four digit security code and pressing ON.

General: It is the duty of all Tenants and Hirers to know the correct security code and security procedures. Failure to do so may incur a call-out fee for a security guard to attend if the security system is not correctly activated/deactivated. Callout fees will be passed on to Tenant's or Hirers.

Any faults or enquiries should be directed to the City's facilities department on 9781 0444.

15. SHARED AREAS

Tenants and Hirers are permitted use of all Common Areas and will do nothing which will inhibit or prevent the use of those areas by other Tenants, Hirers, their clients or suppliers.

Meeting Rooms

Use of the meeting rooms will incur a charge. Tenants and Hirers are required to complete the Agreement and pay fees and bonds as set by the City from time to time. Tenants and Hirers of these rooms are required to adhere to the Agreement which incorporates reference to these Rules. Hirers of these rooms will also be allowed access to the Common Room.

Common Room

- Access to the Common Rooms is only available through swipe card access. Entrance doors to these rooms are to remain closed at all times. Doors to outside areas must be locked on the floor of the hired room before leaving the room.
- Equipment available for use includes a refrigerator, oven, continuous hot water, microwave and washing up facilities. Tenants and Hirers must follow the operating instructions provided. Instructions are attached to the door under the sink and if removed are to be returned to this location.
- Tenants and Hirers are responsible for keeping these areas clean and tidy. General cleaning items will be available in the First Floor Common Room for use by Tenants and Hirers. Any faults with the equipment are to be reported to the City.
- Tenants' crockery, cutlery and foodstuffs left in the Common Room are the sole responsibility of Tenants. The City takes no responsibility for its security. Tenants are also responsible for ensuring foodstuffs are not left in the refrigerator beyond their use-by date. Hirers must remove all unused consumables. .
- Tenants and Hirers should not leave unwashed crockery in the kitchen as a courtesy to other users.
- Limited storage space will be provided in the Common Room for individual Tenants. Otherwise Tenants' catering equipment should be stored in Leased Premises as the use of the Common Room is on a needs only basis.
- Pictures and other promotional items may be displayed in the Common Room on the pin up board provided. The City reserves the right to remove any items displayed.
- Common Rooms are not to be used for storage without prior written approval from the City.

Common Areas

- Pictures and other promotional items are not to be displayed in the Common Areas.
- Common Areas are not to be used for storage without prior written approval from the City.
- Bikes must not be placed in the Common Areas and should be kept in the bike racks outside the building (and preferably locked).

16. SIGNAGE

Internal and External Glass Windows

Posters and advertising material are not to be affixed to internal or external glass surfaces. Signage of any type should not be visible from the outside of the building.

Signs, Advertising Material, Decoration

Tenants shall not, without obtaining prior written consent from the City, place or permit to be placed on any external or internal glass window or panel of the Centre visible from outside the Centre, any decoration, lettering or advertising signage of any nature which does not meet the requirements of the City.

Tenants' corporate logos may be placed within the Leased Premises. Signage is restricted to the organisation's official name. Signage for supporting donors or sponsor organisations is not permitted.

Prior to vacating the Centre, Tenants (at their own expense) shall remove all signage on or within the Centre and make good any damage.

Leased Premises Signage

Signage to the door of the Leased Premises will be arranged upon request by the City at the commencement of the lease. Changes that are required to signage throughout the duration of the tenancy will require the approval of the City and will be at the cost of the Tenant.

17. SMOKING

Smoking is not permitted within the Centre, between the Library building and the Centre or within 5 metres of any entrance to the Centre.

18. TELEPHONES

All telephone and internet installations costs and charges within the Centre are the sole responsibility of individual Tenants and shall be advertised in the name of the Tenant.

19. USE OF CENTRE

1. Tenants will use their Leased Premises as offices for the administration of their principal activities or as otherwise approved by the City.
2. The Hirer shall not use the Centre for any purpose other than the Approved Purpose specified on Agreement. For the avoidance of doubt access required for pre event set up, post event pack up and cleaning must only be carried out during the Hire Period.
4. The Hirer shall use the Centre and all its related equipment in a safe and proper manner. Audio Visual equipment shall be used in accordance with the manual provided by the City.
5. Tenants and Hirers will not;

The Hirer shall not use the Venue for any purpose other than the Approved Purpose specified on Agreement. For the avoidance of doubt access required for pre event set up, post event pack up and cleaning must only be carried out during the Hire Period.

The Hirer shall use the Venue and all its related equipment in a safe and proper manner. Audio Visual equipment shall be used in accordance with the manual provided by the City.

Hirer's must comply with all statutes, by-Laws or regulations relating to the Building or the use of the Venue, including any reasonable directions and instructions which may be given by the City or its officers either prior to or during the Hire Period.

Tenant's and Hirer's shall not;

- i. use any electrical equipment that will cause the power supply to be overloaded or adversely affected in any way.
- ii. alter or make any additions to the Centre, damage, dismantle or destroy the Venue or knowingly allow any part of the Centre to be damaged, dismantled or destroyed
- iii. light candles, candle lanterns or floating candles under any circumstances. These items result in unsightly litter and pose a fire risk.
- iv. Use confetti, rice or scatter decorations of any description,
- v. Light or operate a gas or wood fire appliance including but not limited to braziers, heaters, barbeque grills, outdoor heaters, alcohol burners;
- vi. With the exception of appliances dependant on a permanent power supply such as refrigerators or freezers, leave any electrical lights or appliances on when vacating the Centre;
- vii. leave taps or dishwashers running in any location;
- viii. damage any part of the Centre or its immediate surroundings, if any damage is caused then the Hirer will be responsible for the repair of such damage; and
- ix. do anything that may cause the Centre to be vulnerable to fire, or to allow anything to be done that will cause damage or create annoyance or inconvenience to occupiers of any adjoining areas or buildings.

4. Tenants and Hirers must be aware that music utilised in association with the hire of the Centre may be in breach of the *Copyright Act 1968* unless the Tenant or Hirer acquires the appropriate licence as specified by the APRA and PPCA.
5. Tenants and Hirers must comply with all statutes, by-Laws or regulations relating to the Centre.

20. USE MEETING ROOM PROJECTORS

1. Locate the wall port and connect one end of the HDMI cable provided to the HDMI port in the wall.



2. Connect the other end to your laptop. The port will usually be labelled HDMI.



3. Turn on your laptop and log on.
4. Turn on the projector. It should automatically display your laptop screen. If not you may need to adjust your laptops display settings to recognise the projector as a second display.
5. When turning the projector off, please ensure you press the OFF switch once and then repeat after 20 seconds

21. INTERNET CONNECTION MEETING ROOMS


Connecting to the internet is only possible if your laptop has an Ethernet/RJ45 port. Wireless is not available.

1. Locate the wall port and connect one end of the blue network cable provided to the network port on the wall.

Meeting Room 1 – Port A-63

Meeting Room 2 – Port B-86

Meeting Room 3 – Port B-91

2. Connect the other end of the network cable to the RJ45 port on your laptop, usually indicated by this symbol. 



3. Turn on your laptop and login. Your laptop should automatically connect to the internet.

NOTE: If you have a static IP address on the laptop you will not get an internet connection. You will need to remove the static IP address from your laptop.
4. When finished simply unplug the cables by firmly pressing the release tab on the end of the cable.

22. VACATING

Tenants:

At the end of the term of a lease (or earlier vacation), Tenants must ensure that the Leased Premises are left in a clean and tidy condition to the reasonable satisfaction of the City.

All furniture and fixtures not belonging to the Centre must be removed. Walls and floors are to be repaired where furniture and fittings have been affixed.

The City may request the carpets to be cleaned at the Tenant's cost, if considered necessary.

A final inspection will be carried out by the City prior to vacation of the Leased Premises.

Hirers:

At the end of the Hire Period, Hirers must ensure that the Meeting Room or any Common Room, or Common Area used by them is left in a clean and tidy condition to the reasonable satisfaction of the City.

Access cards must be returned to the City within 2 working days of the end of the Hire Period.

Cleaning costs or costs for the repair of damage will be charged to the Hirers in accordance with the terms of the Agreement caused during the Hire Period.

CONTACT DETAILS FOR CITY OF BUSSELTON

LEASING ENQUIRIES

Sharon Woodford-Jones

Property Management Coordinator

Phone: 9781 0310

Sharon.Woodford-Jones@busselton.wa.gov.au

BOOKING ENQUIRIES

Venue Support Services

Phone: 9781 0383

bookings@busselton.wa.gov.au

URGENT MAINTENANCE

City of Busselton

Phone: 9781 0444

MINOR MAINTENANCE

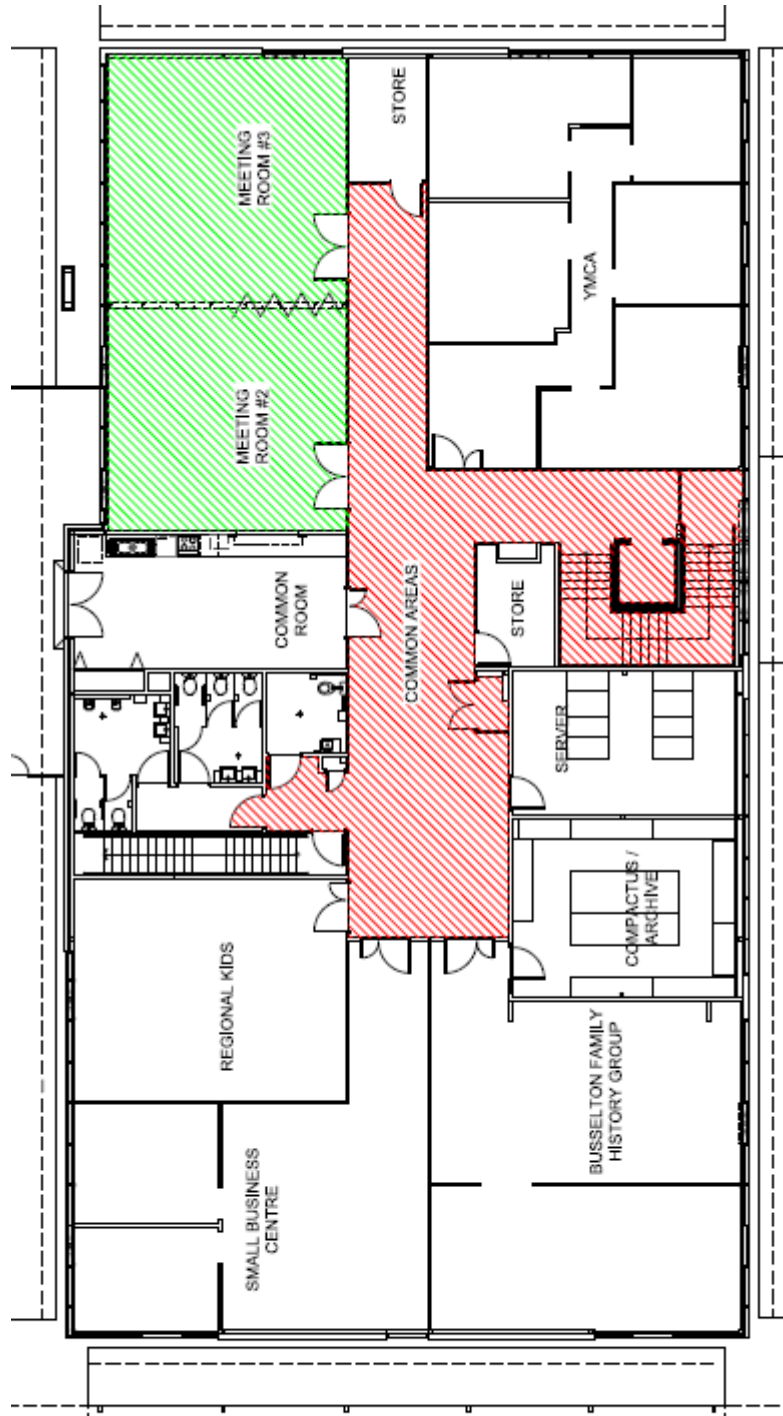
City of Busselton

Email: facilities@busselton.wa.gov.au

GROUND FLOOR PLAN



FIRST FLOOR PLAN



PREMISES PLAN
FIRST FLOOR PLAN
NOT TO SCALE