



## The Obligations of Hirer(s) of Hall Facilities

**Please Note: The use of the hall must not conflict with the Christian values of the church.**

1. Hirers must be familiar with all the locations of the first aid kits, emergency exits, emergency equipment e.g., fire blanket, fire extinguishers).
2. Marked exits are to remain accessible at all times.
3. Hirers must have orientation of technology, cooking equipment and cleaning equipment before use.
4. Hirer will advise the Hall Hiring Co-ordinator of any damages or hazards.
5. No smoking or use of illegal drugs is allowed in any building or within the church/hall/parish grounds.
6. Hirers must comply with any State or Diocese Health and safety rules/regulations, as stated on the Licence to use Premises Form.
7. The Church BBQ and gas bottles are not to be used by the hirer without prior approval.
8. No Decorations may be attached to the ceilings of the hall. Blu tack maybe used on glass windows or walls. **All residues must be removed at the end of the hire.**
9. Spillages should be cleaned up immediately.
10. The hirer(s) must not remove anything from the hall which is owned by the Parish.
11. The hirer(s) must lift (do not drag) anything moved within the premises and to be returned to its original position after use.
12. Hall floor must be vacuumed at the end of function/hiring. Vacuum cleaner is located in the cupboard in the hall just beside the inside serving bench. Open the lock to access the cleaner.
13. All windows and doors must be secured before vacating the premises.
14. All lights, air conditioners and other electrical equipment are to be switched off at the conclusion of the hire.
15. The kitchen is to be left clean and tidy, surfaces wiped clean, floor swept (mopped if necessary) at the conclusion function. All cutlery, crockery etc used by the hirer must be washed, dried and put away. Mop and bucket are in the storeroom attached to the Sutherland Drive side of the hall.)
16. Toilets must be left clean, please check them before leaving the premises.
17. Tables to be wiped down, 3 solid tables (not folding tables) are to be left in the hall with 20 chairs around the tables or stacked in the hall. Return additional tables/chairs to the storeroom.
18. All foodstuffs and equipment brought in by hirer must be removed after the function. All rubbish is to be placed in the appropriate wheelie bins. We have a recycling area for bottles, cans etc., **Pease do Not put rubbish in the Recycling Bins.**
19. Any Key given to hirer must be returned the next working day or at the end of their contract.
20. The Hall is in a residential area and there should not be excessive noise.

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