



Blue Gum Community Centre

Information for Venue Users

Welcome to the Blue Gum Community Centre

This booklet contains information to assist you in your use of the Centre.

Please refer to this booklet **and** to the Terms and Conditions of Use as listed on SpacetoCo, for information about your responsibilities when using the Centre.

Please make yourself and others in your group aware of the safety information provided.

Please contact us if you have any questions, concerns, ideas or other feedback.

We hope you enjoy your time at Blue Gum Community Centre.



Contact information

Phone

(08) 9364 0148

Email

Community Centre Officers

bg.bc@melville.wa.gov.au

Community Centre Supervisor

Teresa.Campbell@melville.wa.gov.au

Street address

Blue Gum Community Centre
33-35 Moolyean Road
Brentwood WA 6153

Postal address

City of Melville
Locked Bag 1, Booragoon WA 6954

Web site:

www.melvillecity.com.au

Emergency and Important Phone Numbers

000 Fire or life threatening emergencies only.

131 444 Police

To report any criminal activity, damage to property, trespass onto the venue, or if you feel threatened.

1300 653 643 Community Safety and Security Service

Call this number if you have any difficulty with locking up the centre and if you have called the Police for any reason. The security service will assist with securing the area and with reporting any security concerns.

Responsibilities of Venue Users

- Users are required to have **Public Liability insurance and to provide an up-to-date Certificate of Currency**. It is the responsibility of the User to check the expiry date of their Public Liability Insurance policy and to ensure that a current certificate is uploaded onto your spacetoco account or forwarded to the Community Centre Officers. Bookings may be discontinued if this condition is not met.
- Users may only use and access the hall at the times specified on their Booking Application. If additional time is required please contact us and we will try to accommodate requests where possible.
- **Return of security cards and keys** - Users who have a short-term or once-only booking are asked to place their swipe cards in the black post type box, outside on the LHS of the front door. Centre Users will be charged for lost cards/keys.

Alarm Panel

When opening the Centre check the colour of the light on the security alarm pad:

RED = ARMED **GREEN = ALARM OFF – OK to enter**

- If light is **red** – Centre is **armed**. Swipe card over box.
- Light will flash and then go green (alarm will then be turned off).

**To arm the alarm when closing the Centre:
Only arm the Centre if the building is completely vacated.**

Do not arm the alarm if there is another group still in the Centre

- Swipe the card over the box.**
Red “armed” light will come on and this will mean the alarm is on.

Accidental activation of alarm

- Go to box and swipe card, red light will flash and turn green. The alarm is now “off”.

Key Box

A key is kept in a key box located on the wall below the security alarm pad to the left of the door. The keybox number will be given to you at time of orientation.

To open the key box:

- Flip down the protective cover (front of the box)
- Press the ‘Reset’ button
- Enter the combination (can be entered in any order)

To close the key box:

- Press the ‘Reset’ button
- Enter combination
- Push release lever and close

Please return the key to the key box once the main door is opened.

Entering the Building via the Main Door (front sliding door) – 2 locks

The centre is staffed on Tuesday, Wednesday and Thursday from 9.00am to 4.00pm and the Main Door is on automatic opening mode. On these days the alarm will be turned off and the centre open. You will not need to unlock or disarm the alarm on these mornings.

If you are the first group on Monday, Friday, Saturday or Sunday:

- On arrival, obtain the key from the key-box (using the code). This key will work on both locks.
- Check that the alarm is turned off (green light on). If the red light is on, hold your security swipe card on the alarm pad to turn it off.
- First, unlock the sliding door **manual lock**, using the key, but **do not** try to pull it open.



Outside view Main,
sliding door lock
Manual Lock



Inside view: Main, sliding door
lock latch.
Lock/unlock this from the **outside only**



Outside view of
Auto Lock.

- Now use the key to automatically open the door by turning it to the right once.
- Once inside the building, use the key and turn the inside lock to “auto” mode.



Inside view of **Auto Lock**

Now return the key to the key box. You may need to re enter code to lock/unlock the key box

- If you want to keep the door locked whilst your group is in the Centre you'll need 2 people.
- Get the key from the key-box and turn the lock to the 'lock' position and ask 2nd person to return the key to the key box. (while you stay inside)
- To let 2nd person back in to building – press the green exit button –the door will automatically open and when it closes it will lock.

Emergency Evacuation Procedure

Users are required to inform participants about the locations of Emergency Exits and Evacuation Procedures.

There is no fire alarm in this building. If you detect or smell smoke:

- ➔ Stay calm and stop what you are doing.
- ➔ **Remove** People from immediate danger
- ➔ **Alert** People in the nearby areas and raise the alarm
- ➔ **Contain** The fire/smoke if safe to do
- ➔ **Extinguish** The Fire only if trained and safe to do so

If you see or smell smoke in the building,

- ➔ **Follow the R A C E instructions above and call 000.**

User's responsibilities

- **Keep all doors and emergency exit doors clear at all times.**
These doors are your way out in an emergency so **DO NOT put furniture in front of any doors at any time.**
- In case of fire or other emergency during office hours, Users must follow the instructions of the City of Melville staff.
- After hours, or when **no** City of Melville staff are on site, Users are responsible for ensuring the safe evacuation of all persons in the room/s they have booked.
- Please ensure that you and your group are familiar with the **Fire Exits and Emergency Evacuation Procedure** (located near the Exit doors). Review this information regularly with your group.
- It is recommended that Users keep a record of the number of people attending their session so that all persons can be accounted for in case of evacuation.
- The User will notify the Centre staff at the earliest opportunity if any incident or injury occurs during their session.
- Follow the Covid Safety Plan for the building as well as any covid restrictions.
- The maximum number of people permitted in the booked room must not be exceeded.
Maximum number of people permitted:
Main Hall: 400 people **Function Room:** 174 people (may change with Covid restrictions)

Safety and Security

Everyone appreciates having a clean and tidy venue for their activities.

Keeping the Centre clean and tidy is also important for safety. Achieving this requires the cooperation of all Users of the Centre.

- Please leave the areas you use in the Centre in a clean and tidy condition.
- Return all furniture, cleaning equipment and utensils to the correct location so that those following you will be able to find what they need.
- Dispose of your rubbish in the bins outside in the bin enclosure and replace used rubbish bin liners.

Supervision of Children

Children must be supervised by a responsible adult at all times in all parts of the venue.

This a Non-Smoking venue

Smoking is not permitted in any part of the venue by any person at any time. The venue includes all entrances to the building.

Take precautions to avoid theft

Keep valuables out of sight. Keep doors closed/locked and be aware of strangers entering your room. Report thefts to police on **131 444** and notify the Centre staff when the office is next open.

Report Risks and damage

For safety reasons, please report any damage that you notice on entry to the venue, and any damage that occurs during your session.

First Aid

Users are required to provide their own first aid kit to suit the needs of their group whilst at the Centre.

Fire Extinguishers

The location of fire extinguishers is shown in the Evacuation Maps displayed in the Centre.

Changes to bookings or contact details

- **Booking cancellations made via SpacetoCo up to 7 days prior to your booking will receive a full refund. Any cancellations made after this will not receive any refund.**
- Please cancel bookings NOT required (e.g. school holidays, public holidays, Christmas/New Year) via SpacetoCo as soon as possible. You are in control of your own booking via SpacetoCo.
- Please update **any changes to your contact** details on SpacetoCo or Feel free to phone or email us to discuss your requirements, however, due to privacy reasons we cannot make any changes to your Spacetoco Account.
- When emailing the centre please assist staff by including your **group's name in the subject line.**
- Groups if approved can make extra bookings via their verified account – these booking are tentative until approved by City staff. Please ensure that you enter/vacate the building on the times you have been allocated.

Payment

An email summary of hours used the previous month for regular (verified hirers) will be sent via SpacetoCo on the 1st of the following month. An invoice of hours used will be emailed via SpacetoCo on the 7th of each month. Payment for hire is automatically taken from your debit card on the 10th of every month or your credit card on the 14th of the month.

Blue Gum Community Centre

The aerial photo below shows the Blue Gum Community Centre and the adjacent tennis courts, Squash Centre, Child Care Centre and Brentwood Primary School, the main streets and location of the entrances to the centre

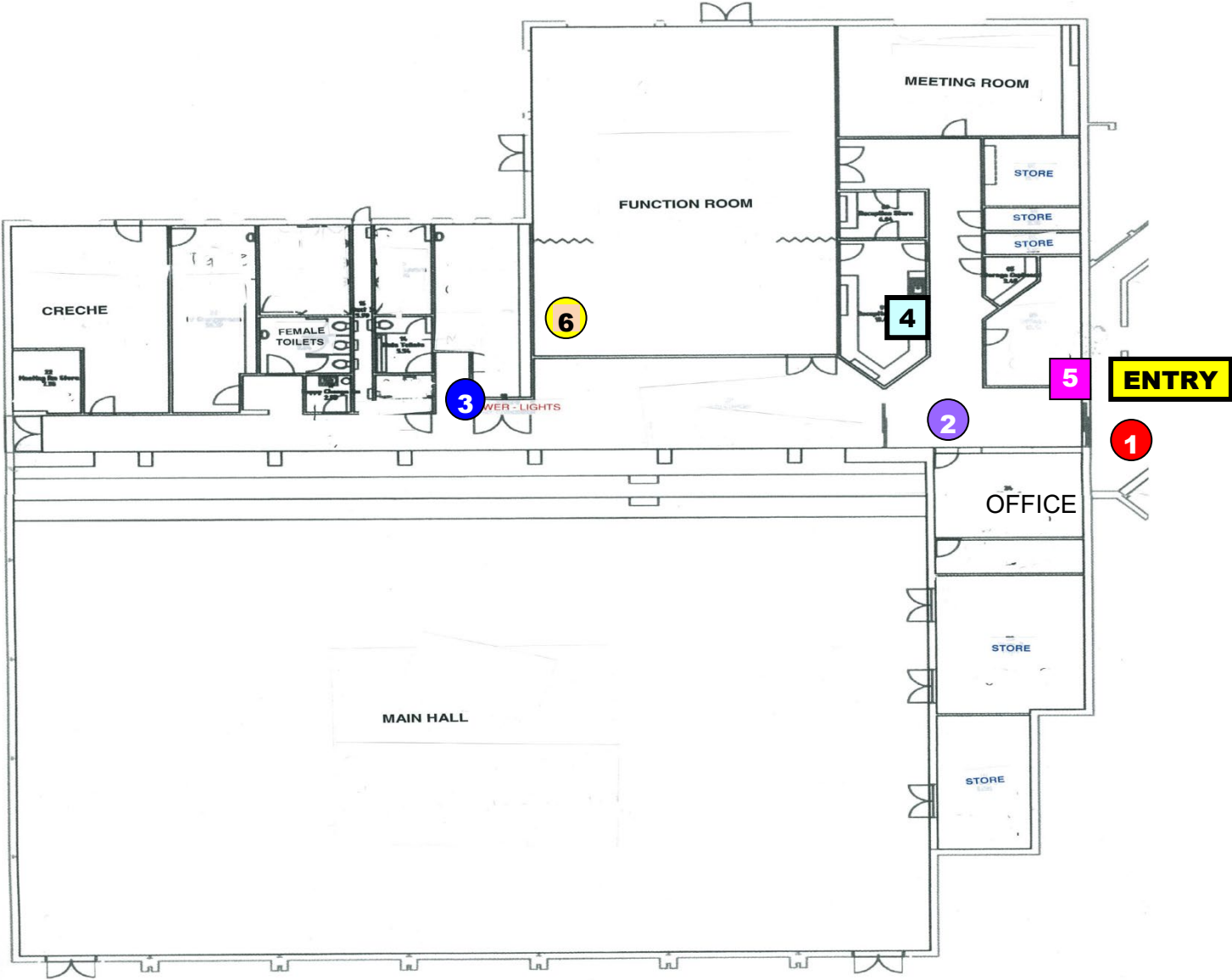


Main entrance of the building and car park located off Moolyeen Road.

Parking is available in front of the centre and also at the rear of the building, which is accessible via Dawson Road and Disney Street.

Layout of Blue Gum Community Centre

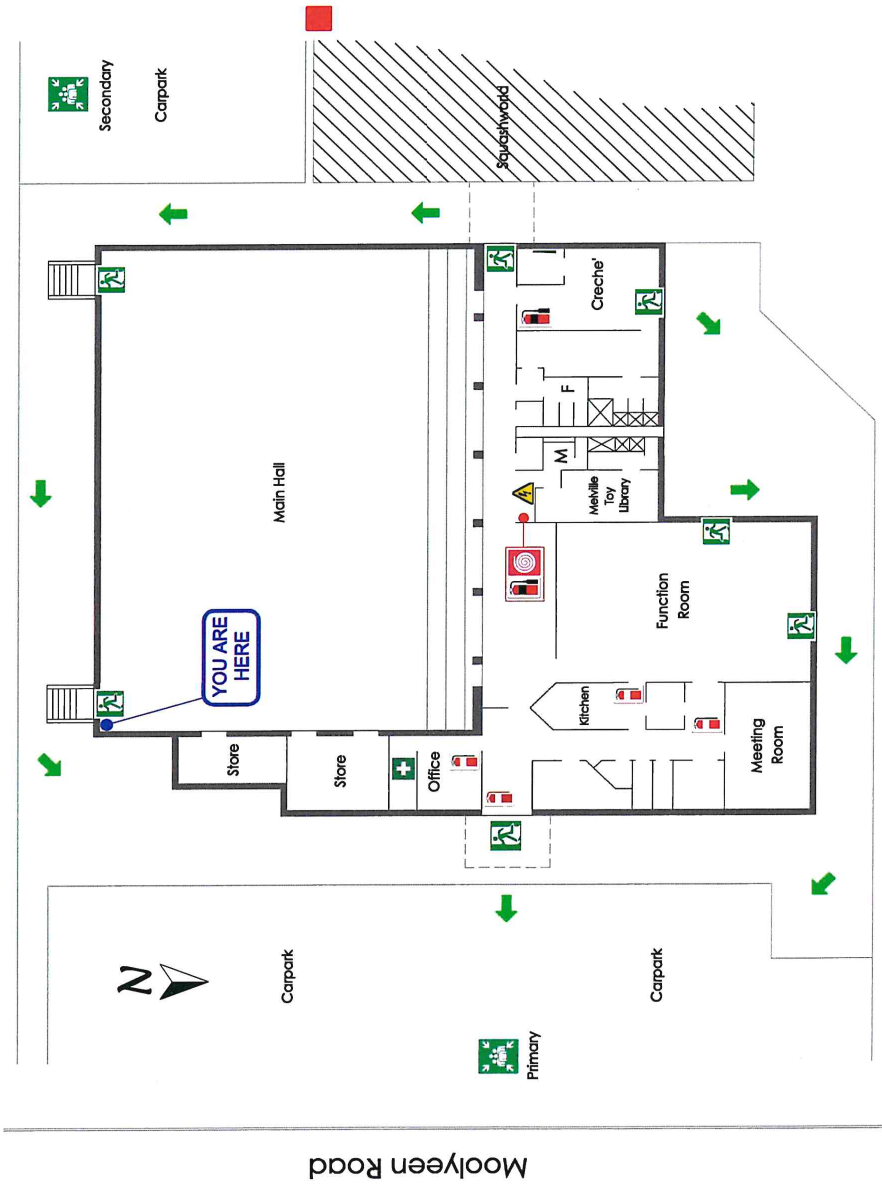
- 1** Alarm and key box
- 2** Main Hall light panel
- 3** Upper main hall light switch & Main Hall extractor fan switch
- 4** Kitchen
- 5** Switch for automatic opening foyer door
- 6** Air conditioner switches – Function Room



EVACUATION DIAGRAM

Blue Gum Community Centre

33 Moolyean Road, Brentwood



LEGEND

- Fire Exit
- Assembly Area
- Egress
- Dry Chemical Extinguisher
- CO2 Extinguisher
- Fire Hydrant
- Fire Hose Reel
- First Aid Kit
- Electrical Switch Board

Fire

REMOVE People from immediate danger

ALERT People in the nearby areas and raise the alarm

CONTAIN The fire/smoke if safe to do so

EXTINGUISH The fire only if trained and safe to do so

Evacuation

- Follow your Wardens instructions as directed
- Leave the building via the closest designated exit
- Provide assistance to mobility impaired persons
- Proceed to your closest Assembly Area
- Do not leave the Assembly Area until "All Clear" is given by the Emergency Services Officer

FIRE WA
TRAINING SERVICES & EQUIPMENT
All Things FIRE
Phone: 1800 FIRE WA (1800 327 527) Email: info@firewa.com.au
Web: www.firewa.com.au

Document Owner: Safety, Health & Wellbeing Advisor Last Reviewed: 26/08/2022

Lights, air conditioner and extractor fan switches

See the Layout Page for locations.

Lights:

- Foyer and passageway to kitchen – switch in foyer to the left of reception office door.
- Main Hall lights are in the entry foyer to the right of the reception office door.
- Light switches for upper Main Hall passage and passageway to toilets, and

Main Hall extractor fan switch - located on the right wall of the passageway to the men's toilets.

Function Room Air Conditioner: a reverse cycle control panel is located next to the entry door (off Main hall Foyer).

Toilets

Toilets for Men, Women and disabled access are located off the passage opposite the main hall. The lighting in the toilets is operated by sensors – there are no switches to turn on. Please ensure that the toilets are left clean and tidy for the next group. If you find the toilet in an unsatisfactory state, please report to the Office staff.

Kitchen

The fridge is available for groups to use for the duration of their session only. Please remove your group's items before leaving the Centre.

A continuous hot water urn is located on the wall over the sink.

Courtyard

- Children must be supervised by a responsible adult at all times in the outside areas and playground.
- If your group has used the outside areas, please leave it clean and remove any rubbish.

Rubbish bins

- Council bins are housed in the enclosure to the right of the main entrance – the code to gain entry to bin enclosure is C1247. The bins with red lids are for general waste, green lids for FOGO and yellow lids for recycling.
- At the completion of their session, Users are asked to remove rubbish from the kitchen and halls and dispose of their rubbish in the council bins. Please bring extra plastic bin liners with you to replace the ones you use during your session.

Items that Users are required to supply

- **Dishwashing liquid**, cloths and tea towels
- **Any other consumables** that you need for your session, eg whiteboard markers and eraser, pens etc.

Locking up the Centre

- ❑ Only arm the alarm if there is no one in the building. The last group to leave is responsible for locking the Centre and arming the security alarm.

Before leaving the Centre please check that:

- ❑ There is no one in the building (check toilets)
- ❑ All lights are turned off
- ❑ Air-conditioner and extractor fans are turned off (if you used them).
- ❑ **All exit doors are fully closed and locked.**
- ❑ Furniture has been returned to correct storage area. Please stack furniture safely to prevent injury to others. For reasons of safety stack only 5 chairs high.
- ❑ All spaces used are clean, and brooms and mops are returned to correct location.
- ❑ All your equipment is put away and participant belongings collected.
- ❑ Rubbish removed and put in large bins in outside bin enclosure.
- ❑ Check the kitchen (if used) - check ovens and stove are turned off, and kitchen is tidy. Turn off kitchen lights. **Please close but do not lock the kitchen door.**

If you are the **last group to leave the building**, get the key from the key box and:

- Turn the arrow on the inside auto door lock to the 'LOCK' position using the key.



LOCK



Press green button to exit the building.

- The door will slowly close and lock behind you (walk a little distance away to give the door a chance to close and lock). If you are not fast enough to exit, simply press the green button again to open the door.
- Use the key to manually lock the sliding door.



Main, sliding door lock manual lock



When on the inside of the building **please do not use this snib lock to lock the door.**

- ❑ Turn the alarm on by swiping your security card on the alarm pad – light will glow red.
- ❑ Put the key & swipe/security card back in the key box.
- ❑ If you have a problem with the alarm and can't arm the centre please call the Community Security and Safety Service for assistance on **1300 653 643**

Terms and Conditions

Please read carefully and provide all the requested information. The Terms and Conditions may be changed without notice.

Upon acceptance of the booking by the City of Melville (City), this becomes a binding agreement. The agreement is not intended to constitute a Landlord/Tenant agreement or become an agreement of hire or leasing. The City reserves the right to cancel any days and times on reasonable grounds with two (2) weeks' notice, or to request use of the facility for special purposes or events.

The City reserves the right to decline a booking if it does not align with the City's strategic objectives:

- Clean and Green
- Sustainable and connected transport
- Growth and prosperity
- Sense of community
- Healthy Lifestyles
- Safe and Secure

The Centre User (CU) agrees that in the event of any breach by them of any of the Terms and Conditions, the City shall have the right to cancel the booking or terminate the event or use and/or recover any loss or damages suffered by the City as a result of the CU's actions or omissions.

1.Usage and Fees

The CU shall adhere to and acknowledge the following:

- Sessions must be completed within the booked time of use listed in the booking application. Use of the venue beyond the time stated may incur an extra use charge.
- Fees for use of the venue shall be as fixed annually in the City's Schedule of Fees & Charges.
- CU may be charged a call-out fee as listed in the City's Schedule of Fees & Charges under Security Services, if the Community Safety Service (CSS) attends for non-urgent matters or due to failure to arm the venue's security alarm.
- From January 2022, casual guests who cancel their booking will be charged a non-refundable Guest Booking Fee of 2.5%.

2.Notification

The CU will notify the Community Centre Management at the earliest opportunity if any incident, injury or fire alarm activation occurs during their session.

3.Indemnities

The CU agrees to indemnify and hold harmless the City against any loss, liability, damage, claims or demand arising from or in connection with the booking application or/and use of the facilities.

4. Insurance

The CU must ensure that they have their own Public Liability insurance for a limit of no less than \$10,000,000 covering their liability in respect of:

- a) Loss of, damage to, or loss of use of, any real personal property; and
- b) The bodily injury of or illness to, or death of, any person arising out of or in connection with the CU activity. The City may request a copy of the CU's 'Certificate of Currency' as part of the application.

5. Change of details

The CU undertakes to advise the City immediately of any change of Responsible Representative (RR) or changes to address and other contact details.

6. Supervision of Children

The CU confirms that they enter into this agreement on the following basis:

- a) The City does not represent the premises to be fit for use, this being the sole responsibility of the CU, who have inspected and examined the premises and have made their assessment.
- b) The CU is acquainted with all legal provisions relating to child care and agrees that no representation, undertaking or direction in this regard has been made by the City.

7. Responsibilities

The CU shall adhere to and acknowledge the following:

- a) Set the security alarm and lock the venue at the completion of every use of the venue.
- b) Only the nominated RR of the CU is permitted to hold venue keys to access (unlock/lock) the venue. The CU shall return the hire key/s as soon as practicable after the last booked session.
- c) Use the venue only at the booked times and dates, and only for the purpose stated, and has the responsibility of ensuring that the venue is suitable and safe for the purpose for which it is used.
- d) Be responsible for the conduct of all persons during the booking
- e) Ensure the number of persons attending the venue shall not exceed the number listed on the "Public Building Regulation Certificate" in each room in the venue.
- f) Ensure areas used must be left in a clean and tidy condition, with all furniture and equipment returned to the location in which it was found. Remove rubbish on departure. Charges will apply for extra cleaning if required as a result of the group's session.
- g) The CU accepts full responsibility for any damage caused to the venue and/or its contents resulting from the use thereof. The CU undertakes to assist the city in the prosecution of any person/persons found to have wilfully caused any damage to the venue or its contents. If the CU notices any damage on entry to the venue this must be reported to Centre Management as soon as possible to ensure that CU will not be held responsible
- h) The City accepts no responsibility in the event of breakdown of services, utilities, but undertakes to exercise reasonable care and precaution in this regard.
- i) Smoking is not permitted in any part of the venue by any person at any time or within three metres of the building.
- j) Consumption of alcohol on the premises is strictly prohibited without a "Permit to Consume Liquor".

8. Fire Evacuation and Safety

The CU shall adhere to and acknowledges the following:

- a) The CU is not permitted to bring or use in the venue any equipment or appliances for cooking or heating, other than those provided in the venue.
- b) The CU is not permitted to bring or use in the venue any items that emit flame or smoke or heat.
- c) Electrical equipment belonging to the CU and used in the facility, must be tested and tagged (by a licensed electrician or appropriately qualified or trained person who is able to recognise electrical hazard or potentially unsafe conditions) prior to use of the electrical equipment in the venue
- d) The RR is required to undertake a site induction that covers safety, security and facility procedures.
- e) The CU is responsible for ensuring that all persons attending the booked session are aware of the emergency procedures and evacuation point.
- f) When the evacuation alarm sounds the CU must immediately evacuate their group.
- g) All doors will be kept clear at all times to allow exit in event of an emergency
- h) The CU must provide a first aid kit for all sessions.

9. Public Liability Insurance

"The Hirer must ensure that they have their own Public Liability insurance for a limit of no less than \$10,000,000 covering their liability in respect of:

- i. loss of, damage to, or loss of use of, any real personal property; and
- ii. the bodily injury of or illness to , or death of, any person

arising out of or in connection with the Hirers activity. The City may request a copy of the Hirers Certificate of Currency as part of the application"

"The hirer agrees to indemnify and hold harmless the City of Melville against any loss, liability, damage, claims or demand arising from or in connection with the booking application or/and use of the facilities."