



ECSM FACILITIES

CONDITIONS OF HIRE

Important - Retain these pages for your information

THE COMMITTEE

1. Emmanuel Christian Schools and Ministries (ECSM), Emmanuel Community Centre Strathalbyn, Murraylands Christian College - Strathalbyn and Murraylands Christian College – Murray Bridge are ministry arms of the church Emmanuel Christian Outreach. Any person or group intending to use any of the above group's facilities need to agree to and operate with the group's value system (see Appendix A).
2. The building and its contents are at all times under the control of the ECSM Hiring Committee, which shall have sole authority with regard to the use of equipment, safety precautions, and all matters associated with the use of the premises by the Hirer.
3. The purpose for which a facility is to be used needs to be approved by the ECSM Hiring Committee.
4. The Committee reserves the right to refuse any bookings without assigning reason.

THE HIRER

1. The facilities are not to be used for purposes antagonistic to the Christian faith.
2. The Hirer shall be responsible for ensuring compliance with all conditions of hire, and to this end should provide stewards for the efficient supervision of the function - for the safety of persons attending the function and the preservation of all equipment.
3. Children are to be supervised at all times.
4. The Hirer is responsible for any liability arising from the use of the premises, including loss or damage to the facilities, fixtures and fittings.
5. The Hirer must provide written proof or verification of a current policy for public liability insurance.
6. The Hirer must indemnify the ECSM group from any claim for damage or injury arising from OHSW issues connected with the activity in question.

7. The Hirers will limit their group and guess' activities to the building and amenities being hired and ensure access to all other buildings and parts of the property will be restricted.

BOOKINGS

1. A minimum of four weeks notice in advance of the date on which the facility is to be used is required, or a late booking fee may apply.
2. A deposit of 25% of the agreed fee is to be paid at the time of booking the facility. (Alternate arrangements may be made for long-term users).
3. Full payment is to be received on or before the day of use by the Hirer. A bond of \$200 is also payable in advance with the hiring fee and is refundable if on inspection, all conditions have been met.
4. A portion or the entire bond will be retained and further charges levied at cost should the facilities not be left in a clean and tidy condition, or should any loss or damage be incurred to facilities, fixtures or fittings.
5. All commodities or facilities required, not listed in the inventory, must be provided by the Hirer.
6. No portable cooking, refrigeration or apparatus of any kind is to be set up or used within the facility without the specific approval of the Committee.
7. The function MUST terminate at the time specified on the Booking Confirmation Form.
8. The building will be checked after use to ensure it has been left in a clean and tidy state. If not, a fee will be deducted from the bond to cover cleaning costs.
9. The keys are to be returned to the Committee before 9.30 am the next working day after the function.

ACTIVITIES

1. The consumption of food and beverages and the provision and playing of music or other entertainment shall be restricted to the inside of the building unless otherwise approved by the Committee in writing.
2. The volume of music played inside the building shall be no greater than that which would conform to the provisions of the Environmental Protection Act.
3. The sound system may only be used under strict, responsible supervision upon agreement and specific arrangements with the Committee.
4. Smoking, alcohol and illicit drugs are strictly prohibited on or around the premises.
5. Confetti is not to be thrown within the building or grounds.

6. All Hirers shall be responsible for setting tables, chairs etc in the manner required for their use. Chairs and tables should be lifted into position - any markings of floors as a result of incorrect use will be at the cost of the Hirer.
7. No decorations, posters or any other matter may be fixed to walls, painted surfaces, drapes or banners.

STORAGE AND CLEANING

1. All chairs, tables etc, must be replaced in their original positions after use.
2. The piano (MCC-MB site) must not be moved and any containers containing liquid MUST NOT be placed on it under any circumstances.
3. Floors, bench tops and equipment are to be left in a clean condition.
4. All facilities are to be left in a clean and tidy condition, with all rubbish, including papers, cartons, bottles etc to be disposed of in the appropriate rubbish bin.
5. The Hirer will be responsible for any damage or loss to fixtures, amenities, or equipment and shall cause to be remedied at the Hirer's expense within 14 days of occurring.
6. All electric lights, appliances and power points (other than essentials like the refrigerator) must be switched off on vacating the building.
7. All doors and windows (or any other access points) MUST be locked when leaving the premises.
8. There is an undertaking that any keys entrusted to the Hirer are not duplicated in any way while in their possession.

The above conditions have been formulated to keep the building and its facilities in an excellent condition. Please assist the Committee in this task.

THE HIRER

"I accept and abide by the above hiring conditions and value statement."

Hirer's name

Company

Signature

Date / /

THE ECSM COMMITTEE MEMBER

Public liability insurance sighted YES / NO

Deposit given: Amount \$..... Date: / /

Bond given: Amount \$..... Date: / /

Name

Position

Signature

Date / /

CONTACTS:

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VALUE STATEMENT

The ECSM Group ethos and value statements are based on:

- Acceptance of the Lordship of Jesus Christ.
- Acceptance of the Bible as the revealed Word of God.

In line with these underlying principles, ECSM aims to provide high standards that:

- Fosters self discipline in all age groups within a Christian community.
- Adherence to the moral and ethical standards of the Bible as interpreted in the teaching of the New Testament.
- Relationships with one another reflect the Grace of God.
- Accept the diversity and equality of each another.
- Show the character trait of honouring and encouraging one another.
- Respect those in authority.
- Upholding of the truth in all situations.
- Sees each person as a unique, irreplaceable and important bearer of the Father's image (Gen. 1:27).
- Stresses co-operation and teamwork rather than individual competition and selfishness.