

Coffs Harbour Surf Life Saving Club



Policy:	Coffs Harbour SLSC Members Room Usage
Purpose:	To establish guidelines for the internal use of the Surf Club Members Room and formalise arrangements for the hire of the facility to external user groups.
Applies to:	CHSLSC Board, CHSLSC Committees, all Members, lessees and external user groups.
Effective:	12 October 2010

Use:

- The Members room is for the sole use of Active Members and external user groups as approved by the Board.
- Primary uses of the room include, but are not limited to:
 - Members
 - Training and Education Activities
 - Members Functions
 - Club Meetings
 - Surf Life Saving Activities
 - “Active Members Only” recreational space
 - Non-Members
 - Branch, State and National SLSA Activities
 - Corporate training, conferences and meetings as approved by the Board and/or House Committee.
- Uses prohibited in the room include:
 - External functions of a commercial nature unless approved by the Board.
 - Overflow for Café operations unless approved by the Board
 - Non-member functions (weddings, parties etc)
 - Activities that are detrimental to the image of CHSLSC and the surf life saving movement

Bookings:

- All bookings to be processed by the Club’s Administration Assistant, recorded in the members Room Booking Log and approved by the Board.
- Late notice bookings may be approved at the discretion of the House Committee.
- Priority is to be given to internal club activities and functions at all times. However, confirmed bookings with paid deposits will not be cancelled in lieu of late notice club events.
- All usage (including Late Bookings and excluding informal usage) is to be recorded in the Members Room Booking Log.

Timing:

- Active Members
 - The room is available for informal use by Active members at all times unless otherwise booked through the appropriate channels.

- Members booking times are only limited by reasonable hours of operation
- Non-Members
 - Members Room can only be booked for external purposes on weekdays between 8am and 5pm (excluding school holidays and public holidays).
 - Members Room is to be returned ready for members use by 5pm every day unless the external use covers multiple days and the members room is not booked through the appropriate channels during this time.

Cleaning:

- Active Members Use
 - Cleaning and returning room to original state after members use is the responsibility of members using the room.
 - On patrol days the Patrol Captain is responsible for clean up and lock up.
- Non-Members Use
 - Cleaning and returning room to original state after non-members use is the responsibility of the House Committee.
 - Usage involving catering through the lessee will incur an additional cleaning fee to be paid by the lessee. The “per use” fee structure is to be negotiated between the House Committee and the lessee, on an annual basis, and approved by the Board.

Damage:

- All damage and or breakages to be reported immediately to either a member of the Board, the House Committee, the Club’s Administration Assistant or the Bar Supervisor.

Rental:

- A fee structure for all use will be developed by the House Committee and approved by the Board on an annual basis. The fee structure will include:
 - Daily hire fees
 - Non-refundable deposit payable within one week of booking
 - Cleaning fees to be paid by lessee
 - Equipment hire charges
- All bookings must pay the prescribed non-refundable deposit within one week of placing the booking or forfeit their booking.
- All bookings must complete a Members Room Users Agreement prior to the booking being confirmed.
- All bookings must furnish current credit card details as security against damages prior to the booking being confirmed
- The deposit may be reimbursed at the discretion of the Board.

Active Members Room Code of Conduct:

- Room must be left in a clean and tidy state at all times
- Anti-social behaviour will not be tolerated and will be referred to the Board for action