

Newstead Community Centre Committee of Management.

Main Hall/Foyer checklist for hirers.

1. After function sweep floor.(there is a large yellow floor sweeper in the store room) If necessary lightly mop with the appropriate mop (there are designated mops for different areas)with warm water. Soaps, polishing waxes, detergents and abrasive cleaners are **NOT** to be used on any timber floors.
2. Chairs should be placed around the walls, any other furniture is to be returned to the storeroom and stacked .Make sure there is an alleyway between both storeroom doors.
3. During summer is when air conditioners are in use is important to keep exterior doors closed so that the air conditioners can be as efficient as possible.
4. Please make sure the air conditioners, wall furnaces, ceiling fans and all lights are turned off before leaving.
5. Clean toilets, empty bins and turn off lights.
6. Please vacuum foyer when function is finished. No food or drinks are to be consumed in the foyer, except when carrying same from the kitchen to the hall.
7. Any chairs, tables used in foyer must be put away.
8. All rubbish, bottles, advertising must be removed.
9. Make sure all outside doors are locked and secure.
10. **Please do not use blue tac or sticky tape to stick notices on the walls interior or exterior of building.**
11. Key if picked up from the supermarket must be returned promptly. **Failure to return key could inconvenience the next person to hire the facility.**

The Committee of Management reserves the right to inspect the Centre after any function at any time.

Failure to comply with the above checklist may result in your bond not being returned

If any maintenance problems arise you may contact our chair person David Stratton
0428310825

The Committee of Management thanks you for your cooperation.