

Newstead Community Centre Committee of Management.

Mechanics Hall checklist for hirers

1. After function is over please sweep floors and if necessary lightly mop with warm to hot water.(Soaps, polishing waxes, detergents and abrasive cleaners are **NOT** to be used on any timber floors Please make sure the appropriate mop is used as there are different mops for different areas.
2. Chairs are to be placed around the walls Any additional furniture to be stacked in store room .(*an alley way between doors in storeroom to be maintained*).
3. Please vacuum foyer when function is completed. **N.B No food or drink is allowed on carpeted areas except being taken from kitchen to main hall**
4. Clean toilets, empty bins and switch off lights.
5. All lights, fans and heaters are to be turned off.
6. Ensure that the rules of the use of the kitchen are followed if this part of the facility is used.
7. All outside doors are closed and locked.
8. Please ensure all rubbish, bottles etc is removed from the premises.(You may be charged for rubbish removal if you fail to do this)
9. Please don't stick notices on walls interior or exterior of building with blue tac or sticky tape.
10. Keys if picked up from the supermarket must be returned promptly, **non return of the key will 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.

If any maintenance problems arise you may contact our maintenance officer Anthony Santamaria on 0490 055918.

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Kitchen checklist for hirers/users.

1. After function please sweep floors and if necessary lightly mop floor with warm water. Please ensure that the appropriate mop and bucket (Not toilet mop/bucket) is used for this purpose.
2. Use hot soapy water to clean bench tops.
3. Make sure that stoves are left clean and spills, crumbs removed.
4. Refrigerators **are not to be turned off, no food is to be left in refrigerators and all spills wiped up .Refrigerators must be left clean.**
5. Make sure wall urn is turned off.
6. All lights are to be turned off.
7. All rubbish bins are to be emptied, rubbish removed and new bin liners (kept in storeroom) are put in bins.
8. Make sure all doors are locked and secure.
9. Nothing is left on benches and under benches.
10. Please don't use blue tac or sticky tape to stick notices on walls.
11. Key if picked up from the supermarket must be returned promptly. **Failure to return key will inconvenience the next person to hire the Centre**

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