

# ASCOT VALE UNITING CHURCH

## RENTAL POLICY

The Ascot Vale Uniting Church building is a cluster of rooms forming a flexible multi purpose venue.

The congregation sees property as a means to an end, not an end in itself, and the use of its' property is one of the tools of mission.

The building exists primarily to serve the spiritual and social well being of the church community.

However, rooms can also be made available to the wider community for use. AVUC offers their building and facilities for use by organizations who comply with their mission and philosophy to:

- not discriminate against any person based on race, religion, gender or sexual orientation;
- not to incite hatred or violence;
- to make a meaningful and positive contribution to people of the local community.

Church Council will oversee the coordination of all room bookings in order to make the best use of facilities for the benefit of all.

Congregational needs such as worship, funerals, weddings, childrens church, youth activities and religious festivals take precedence and all external applications for room usage will be subject to the approval of Church Council.

### FACILITIES

Rooms available for hire all have heating and cooling. There is a fully equipped kitchen as well as a mobile kitchenette, paved courtyard, garden area, and car parking with 20 spaces, and a disabled space close to the foyer doors. There are male, female & disabled toilet facilities and all areas are fully accessible. The church is close to rail and tram services.

### Rooms available for hire include a:

- **Worship Space**, which provides a warm and inviting space to hold functions, seminars, lectures, discussions or workshops;
  - seats up to 70 people comfortably,
  - Audio Visual facilities
  - PA System.
- **The Gathering Space or Foyer:**
  - can accommodate 40 people
  - has tea/coffee facilities,
  - tables,
  - and is suitable for displays of materials.

### Sunday School Rooms:

2 rooms fully equipped, suitable for small classes of children.

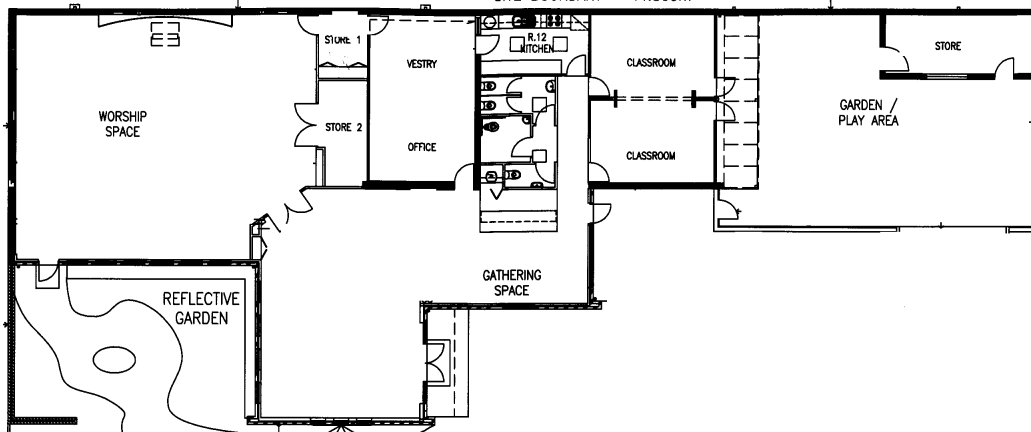
### EQUIPMENT AVAILABLE

**Worship Space:** PA System , Data projector with screen , Lectern

**Gathering Space:** Kitchenette

**Classrooms:** Children's tables and chairs, whiteboard

Note: Charges may apply for use of some equipment



## HIRE FEES

The hire fees are not set at commercial levels because hiring of the Church facilities is not seen as a commercial activity, but rather a way of making best use of the facilities for the benefit of the wider community.

**Note: Set up and cleanup times included in charge.**

It is an express goal of AVUC that any organization using its church building would not merely be entering a tenant-landlord relationship, but the following preconditions would apply:

## CONDITIONS FOR USE.

### GENERAL

- The congregation has a no-alcohol policy for hiring of the property and an evening curfew of 10.30pm.
- There will be no smoking in any of the buildings.
- It is expected that reasonable care will be taken of all property. Church, rooms, kitchen and toilets to be left clean and tidy. All indoor rubbish bins should be emptied.
- The Organiser of any user group will be responsible to ensure the heaters, air conditioner, and any other electrical appliances heaters, fans, lights, microphones etc. are switched off, windows closed, and that the buildings are securely locked before leaving them. Generally the Church does not encourage 'single use' arrangements such as parties for non-church groups.

### SPECIFIC

- Allow for setting up before, and cleaning up after, within your booked time.  
Supply own consumables- food, tea, coffee, milk.  
Leave all chairs neatly stacked.
- Leave room tidy.
- Leave the toilets clean and tidy.
- All furniture and crockery must be returned to its original place.
- The air conditioning system **MUST NOT** be adjusted by building users. Only "On" or "Off" control is permitted.  
Windows **MUST** be left closed if airconditioning is being used.

The piano is not to be moved without prior permission  
No food should be consumed in the worship area.

**PLEASE NOTE**

- The User should have a Public Liability Policy of at least \$20,000,000. This Policy should hold indemnified the Church, its office bearers and members for any damage, injury or accident on the premises during or connected with the User's occupancy or use. A copy is to be provided to the church prior to use.

Users of the premises will be responsible for the cost of repairing damage or replacing breakages where it is evident that they are responsible. Any additional items required are the hirer's responsibility.

- Rent to be paid promptly
- Any failure to comply with these conditions may be taken into account when making future bookings