



2018 Membership Application

3 November 2017

Membership Application - Bookings for 2018

Dear Members,

The Springvale Neighbourhood House takes great pleasure in inviting you to submit a membership application for the 2018.

To secure your bookings for next year, you need to:

- Complete all information on the attached form
- Contact details are for two members of your community group that will be the contact points for Springvale Neighbourhood House to communicate with. Group Contact 1 is the appointed Group Leader and authorised to represent the group for hiring of the rooms and community bus.
Group Contact 2 is authorised to represent the group for hiring of rooms and community bus.
- Complete Room Booking Selection. All times are in blocks of 3 hours weekdays and 2 hours on weekends. This ensures that the maximum number of groups can use the house of the week. If any groups are wanting to have a booking outside these blocks then it needs to be put into writing what is your groups preferred room times, why your groups requires this request and attach with your application.
- Read and accept the terms and conditions of Membership Application.
- Read and accept the Fire Evacuation Policy of Springvale Neighbourhood House. A copy of this will be returned to the group with their 2018 confirmation of membership. This policy needs to be shared with your group members to ensure safety of all visitors to Springvale Neighbourhood House.
- Pay an annual membership fee of **\$20.00** at lodgement of application by **Friday 8th December** to the Springvale Neighbourhood House. We can only accept cash or cheque payments. No membership form can be accepted until payment of membership fees is received.
- Any completed and paid applications received after this date may not be able to receive their requested booking.
- Cash payments can be made during business hours of the Springvale Neighbourhood House Monday-Friday 9am to 5pm.
- Cheques are to be made payable to Springvale Neighbourhood House Inc.

Please note that submitting a membership application form does not guarantee you a booking, however the Committee will consider all applications and bookings and you will be offered a space subject to availability.

We look forward to continuing to support your community group in 2018.

Sincerely yours

Kelly Cooper
Admin Team Leader



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CONTACT DETAILS

Group Name:	
Group Contact 1 (GROUP LEADER)	
Name:	
Address:	<i>Street</i>
	<i>Suburb</i> <i>Postcode</i>
Telephone:	
	<i>Business</i> <i>Mobile</i>
Email Address:	
Group Contact 2	
Name:	
Address:	<i>Street</i>
	<i>Suburb</i> <i>Postcode</i>
Telephone:	
	<i>Business</i> <i>Mobile</i>
Email Address:	

SPRINGVALE NEIGHBOURHOOD HOUSE OFFICE USE ONLY		
Security Pin Code Allocated	Number	Date Issued
Payment Record	Receipt #	Cash / Cheque
SNH Calendar entry	Dated	



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ROOM BOOKING SELECTIONS

Please tick the box of your preferred room and in the time block. Include if you require this time for a weekly, fortnightly or monthly booking.

JAN TREZISE (kitchen room)

WEEKDAY	9-12pm	12pm-3pm	3-6pm	6pm-9pm	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
WEEKEND	9am-11am	11am-1pm	1pm-3pm	3pm-5pm	5pm-11pm
SATURDAY					PRIVATE BOOKINGS ONLY (see notes)
SUNDAY					

* ALL SATURDAY BOOKINGS AFTER 5PM ON WEEKENDS ARE FOR PRIVATE OR ONE OFF GROUP BOOKINGS ONLY.

My group requires our bookings to be over school holidays YES NO



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JOAN SHEEN (timber floor)

WEEKDAY	9-12pm	12pm-3pm	3-6pm	6pm-9pm	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
WEEKEND	9am-11am	11am-1pm	1pm-3pm	3pm-5pm	5pm-11pm
SATURDAY					PRIVATE BOOKINGS ONLY (see notes)
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TERMS AND CONDITION OF MEMBERSHIP AND ROOM USAGE

Membership Policy

- Groups can use one or two rooms from Monday to Sunday*.
- Each group can only book up to **3 hours per session during weekdays**.
- Each group can only book up to **2 hours per session during weekends***.
- Groups that require multiple bookings each week are able to request one week night and one weekend booking.
- For **Saturday evening bookings**, groups must fill in the Private/Occasional Contract (SNH group members received a 50% discount off the private rental rate).
- Groups need to provide the contact details of at least one person to obtain a security PIN Code to access the Springvale Neighbourhood House venue.
- Each meeting has a \$2.00 contribution per person per meeting including children over 6 years of age.
- Groups are asked to place money for each meeting in an envelope provided in each room and to leave the money with staff if the office is open, or under the office door if the office is closed.
- Springvale Neighbourhood House will provide tea, coffee and milk on the premise.

The Springvale Neighbourhood House Committee has the right to suspend regular group bookings where:

- A group does not pay for the use of the room on more than 2 occasions.
- A group that does not use the room and has not cancelled the booking for a specific date on more than two occasions.

Groups will have to reapply for their regular booking if it has been suspended. If in the meantime, another group wants that time, the new group will get the booking.

- Any wilful damage to property will result in the group being charged for replacement and/or repairs.

***Excluding Saturday from 5pm to 12pm.**



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Rules and Regulations

- Please fill in the yellow book in each room on attendance stating:
 - Number of people that are present.
 - Length of time your group was using the room.
- Please comment if you notice that something needs repair or attention.
- All rubbish must be removed from inside and placed in bins outside the building.(outside kitchen door in Jan Trezise room)
- Please make sure that lights, heaters/air conditioners and fans are switched off before leaving and all windows and doors closed.
- The alarm should be activated before leaving the building if no one else is using the building. Remember to close the door using outside keypad to enter your group's code then press ON.
- Springvale Neighbourhood House distribute newsletters to keep everyone updated with our activities, classes, funding opportunities. Group leaders are responsible to pass this information onto their members.
- If your group stops meeting or finds they are not needing all bookings, please notify office of Springvale Neighbourhood House. This will enable any groups that may be waitlisted to have the opportunity to accept that room allocations.us know as soon as possible.
- Each group has a pigeonhole in the foyer for mail, messages, receipts and community information; please check yours regularly. Any historical information should be removed.
- Groups are approved to move tables and chairs in the room but before departure all to be returned to standard room layouts as per notice in door of each room.
- All groups are to ensure that all floors and bench and table tops are clean.
- If it is found that a group has not returned the room to approved layout or cleaned after use a fee will be charged to your group of \$25.00

I acknowledge I have read and understand the terms and conditions of this membership and room usage.

Name of Group:

Name of Springvale Neighbourhood House Representative:

Signed Group Team Leader:

Signed Springvale Neighbourhood House Representative:

Date:

Date:

EMERGENCY EVACUATION PROCEDURES AND AGREEMENT

Purpose and Objectives

The Springvale Neighbourhood House Emergency Evacuation Plan (EEP) has been developed based on our strategic value of Safety and Security.

Potential emergencies at the **Springvale Neighbourhood House venues**, such as fire, explosion and all other emergencies require employees, volunteers, learners, group participants and hirers to evacuate the building. An EEP and adequate occupant familiarity with the building minimise threats to life and property.

This plan applies to all emergencies where employees and other users of the building may need to evacuate for personal safety.

The EEP is intended to communicate the policies and procedures for employees and other users to follow in an emergency.

The Springvale Neighbourhood House Committee of Governance holds the person signing the Rules and Regulations responsible for the safety of all persons attending the function or activity.

To improve safety for you and your guests in the event of the emergency, such as fire, gas leak or bomb threat, the following matters should be considered when organizing a successful evacuation:

Use of Building

- All meetings or events at Springvale Neighbourhood House require a list to be kept by the group leader for all participants in attendance. This list will be required in the case of an emergency evacuation.
- Know where all safe exits are located. (See evacuation plan displayed in each room of the house).
- The safe external assembly point is located in the **carpark outside Springvale Learning and Activities Centre**.
- Secondary is **on grass area at the end of Queens Avenue car park towards Osbourne Avenue**.
- Group Leaders are accountable for ensuring the safety of their members in an evacuation, being available for emergency services if required, and notifying other house users of an evacuation.
- Keep all exits and exit paths clear during the use of the House.
- Know where emergency equipment is located. (eg. Fire extinguishers and fire blankets)
- Ensure activities to be undertaken by you and your guests are not dangerous.

A detailed Floor Plan, indicating all exits and emergency equipment at the Centre is attached to this document. Please, study this document carefully and feel free to ask the staff member any questions.



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Emergency Equipment Usage

- Call the Fire Brigade before attempting to fight any fire.
- Only attempt to fight a fire **if you are trained to use the types of equipment provided and if it is safe to do so.**
- Do not continue to fight the fire beyond 30 seconds. If it is not stopped within that time, commence an evacuation.

If the fire cannot be put out by use of a single extinguisher, an evacuation is necessary!

Emergency Evacuation:

- Identify exact nature and location of the emergency
- Notify Emergency Services : **FIRE – POLICE – AMBULANCE:**

TELEPHONE: 000

- Remain calm and ensure all occupants leave in an orderly manner.
- Remember to search all areas of building for stragglers (ONLY if safe to do so)
- Check the status of all persons against your attendance list.
- Notify Emergency Services in case any person(s) are missing.
- Report to emergency authority (eg. Fire Brigade) on status of all persons.
- Only re-enter the building when authorized by the emergency authority.
- Notify the SNH after hours contact person on evacuation – 0427 156 967.

Safety of your members and their guests is your responsibility whilst under your care and control.

Please discuss this agreement with your members and ensure that they understand what to do in case of an emergency. Please sign below and return to the office with annual membership application.

Name of Group:

Melinda Hamilton
Name of Springvale Neighbourhood House Representative:

Signed Group Team Leader:


Signed Springvale Neighbourhood House Representative:

Date:

3 November 2017

Date:

Springvale Neighbourhood House Evacuation Plan

