



Room Hire Term and Conditions

Community Trust Mid & South Canterbury's community meeting rooms are available for community organisations to use. Like any shared space, there are a few conditions in place to ensure groups using our facilities have a smooth, safe, and enjoyable experience. Upon accepting your booking, you are agreeing to the below conditions.

TIMING OF BOOKINGS

Community Trust Mid & South Canterbury's normal office hours are from 9.00am to 4.00pm. Regular users of our meeting rooms may be able to book outside of these hours however you would need to visit reception **prior** to 2pm to organise this.

RULES OF USE FOR MEETING ROOMS

- Community Trust Mid & South Canterbury operates a no alcohol/no smoking/no vaping policy here at Community House.
- As the meeting host, please ensure your occupancy numbers do not exceed recommended booking limits and make sure you are only using the room that you have booked.
- Please confirm the primary contact for your event if this person is different to the booking holder. This is the person who will be on site, responsible for the people attending your event, must be the first person on site and the last person to leave.
- Please ensure materials and any catering brought in for your event are removed afterwards and the areas you have used are clean and tidy for the next group to enjoy. There are "Meeting and Interview Room Use" instructions on the wall of the room outlining the room requirements prior to you exiting the building.
- Only those attending your event should be given access to Community Trust Mid & South Canterbury meeting facilities.
- The hirer must not remove or permit the removal of any furniture, equipment or other contents from Community House.
- It is the responsibility of the hirer to ensure the health and safety of all persons attending their event.
- The hirer must not allow any illegal activities to take place in or outside the Community House during the hire period.
- In the event of an emergency during normal office hours, please follow the instructions of Community Trust Mid & South Canterbury staff. After office hours please contact the CEO.
- The hirer is responsible for any damage or breakages which must be reported immediately to the CEO.
- Any new hazards should be reported immediately to the CEO by email.
- Please note there is NO car parking available on site. The only exception are disability cardholders who may park in the designated disabled space subject to availability.