



Multicultural Community Services of Central Australia Inc.

2/20 Parsons Street - POBox 1160 Alice Springs NT 0871

ph. 08-8952 8776 - fax 08-8952 5176

Email: info@mcscA.org.au

APPLICATION & CONDITION FOR USE OF THE MCSCA COMMUNITY HUB

1. Keys are to be collected and signed for on the application form with the Administration/Book keeper Assistant prior to meeting.
2. Keys may only be collected and returned during normal office hours unless previously agreed to with staff of MCSCA (office hours: Monday/Tuesday/Wednesday/Thursday – 9:00am until 4:30pm)
3. Keys and premises (The Hub) are the responsibility of the person or organisation who is hiring The Hub from the time they pick up the key to the time they return the key.
 - a. Any damage incurred during the use of the premises is the responsibility of the user/group and must be remunerated.
 - b. It is your responsibility to ensure that the door to the Community Hub and the main front gate are properly locked.
 - c. It is your responsibility to leave the facilities as you find them.
 - i. Chairs and tables returned to their original position.
 - ii. Jug and stove turned off.
 - iii. Microwave unplugged.
 - iv. Floors & surfaces in a clean & tidy condition.
 - v. All rubbish to be placed in the bin outside the Hub door.
4. Take appropriate care of the equipment and facilities, including reporting any damage or malfunction after use.
 - Fridge
 - Microwave
 - Oven
 - Television
 - Computer
5. Cancellation of Use of Premises;
 - a. There are many groups and organisations who reserve 'The Hub' for events, workshops and meetings, MCSCA reserves the right to refuse or cancel any application that is requested, however, there are times when this action is unavoidable. This includes;
 - i. Power outages,
 - ii. Facility damage, i.e; blocked toilets or drains.
 - iii. Double booking inadvertently taken, discussions will be held with parties & assistance with alternative venues will be provided.
 - iv. Repeated misuse of the premises and/or facilities by an individual, organisation or group.
6. Payment for Use;
 - a. Commercial/For Profit Individuals, Organisations and Groups are required to pay for the use of the Hub at the rate of \$15.00 per hour.
 - b. Not for Profit Community Organisations (or representatives) are not obliged to pay a fee, however, a gold coin donation to assist in the upkeep of resources for 'The Hub' would be appreciated.
7. Please comply with the time for use as per the request.
 - a. 'The Hub' is becoming utilised by many organisations and groups in Alice Springs

January 2013



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Email: info@mcsca.org.au

Name of User/Organisation: _____

Representative of Organisation: _____

Contact Details:

Phone: _____ Email: _____

Date/s Required:

1st Day: _____ 2nd Day: _____

3rd Day: _____ 4th Day: _____

Time/s Required:

1st Day: _____ to _____ 2nd Day: _____ to _____

3rd Day: _____ to _____ 4th Day: _____ to _____

Total Hours Required:

1st Day: _____ Hrs 2nd Day: _____ Hrs

3rd Day: _____ Hrs 4th Day: _____ Hrs

Keys Collected By: _____ Date: _____

Keys Returned By: _____ Date: _____
Name

Office Use Only: The Hub Inspection

Facility in a clean and tidy condition Yes No

Date:

Premises in a clean and tidy condition Yes No

Staff Signature: _____