



GUIDELINES For booking KIRINARI FACILITIES

Eligibility to book:

Kirinari rooms and resources may be booked by groups or individuals who are providing services related to education and training. Some examples include (but are not limited to) Playgroups or Pre-School learning sessions, educational opportunities for Home Schooled students and their parents/carers, plus extension or remedial educational services.

Arranging a booking:

The Kirinari Office is open three days per week (currently Monday, Wednesday and Friday) but this may be varied. The office number is 8271 5046 and a message may be left if the office is unattended. Arrangements will be made to collect keys when a booking is confirmed.

Areas that may be booked:

- Meeting rooms, computer/library facilities in the front building.
- Classrooms, art room and kitchen/lounge facilities in the middle building.

The property also contains playground equipment suitable for primary-aged children and many school and teaching resources.

Access to the premises:

- The front gate is key-locked and a key will be issued to the person responsible for the booking.
- The internal side gate is also locked and a code will be issued to unlock it.
- Access to the front and middle building is available using a master key.
- All buildings are alarmed and monitored. Access to this alarm is in the front building, first door to the left and located on the door frame outside this office. A code to unlock/lock the alarm system will be allocated.

Responsibilities of Groups booking the facilities:

- Booking fees will be invoiced and must be paid up front. Arrangements for monthly invoices may be negotiated for groups using the premises on a regular basis.
- A Booking Fee of \$20.00 is charged.
- The person responsible for the booking will arrange to collect and return the keys during office hours; they should be in attendance throughout the session and should ensure that the premises are locked and secured on departure, with all lights, air conditioning etc turned off.
- All areas must be left clean and tidy, with furniture returned to original positions and rubbish placed in the appropriate bins. A charge will be incurred if a cleaning service is required to make good the premises.
- Any damage or breakage is to be reported to the Office as soon as possible. The cost of any damage incurred may be charged to the group who booked the facilities.
- Children must be supervised at all times.
- Kirinari takes no responsibility for any personal damages or losses incurred by groups or individuals using the premises.