



# Frankston North Community Centre

## Room Hire Request Form/Terms and Conditions 2025

Thank you for your interest in hiring a space at Frankston North Community Centre.

Frankston North Community Centre is a Frankston City Council run community centre which has a variety of rooms that are suitable for approved community activities, workshops and training programs. Hire requests for private events, parties, and sales events will not be supported.

All requests are subject to approval and are assessed against Frankston City's;

- Community Vision 2040
- Council Plan
- Health and Wellbeing Plan
- Frankston North Community Centre Strategic Plan

As a part of our purpose to engage, empower and strengthen the local community, we offer room hire at the Centre for programs and events that respond to community needs.

Applications for hiring a space are assessed against the following priority list:

1. Centre program: Delivered by Frankston North Community Centre Staff, volunteer and/or facilitator.
2. Partnership Program: Identified as a community need and meets the strategic plan of the centre. Delivered under agreement with a third party.
3. Community Groups: Not-for-profit hirers or incorporated organisations (as per Consumer Affairs VIC), who's program does NOT receive any funding.
4. Commercial Groups: Commercial businesses (as defined by the ATO), or who engages in commercial activities for the purpose of generating profit.

This document contains:

- **Room Hire Request Form**
- **Hire Terms and Conditions**

We recommend that you thoroughly read this document prior to submitting your request.

### How to Apply

1. Read the **Terms and Conditions** and then complete the **Hire Request Form**. It is essential that the form is completed in full. Please ensure you write clearly and include all required details.
2. Submit completed forms including relevant information (such as a copy of a Certificate of Currency/Public Liability Insurance Policy) in person during staffed hours or via email to: [fncc@frankston.vic.gov.au](mailto:fncc@frankston.vic.gov.au).

3. All requests must address insurance requirements. Please see Terms and Conditions for details.
4. Your request will be assessed and your nominated contact will receive a response within five (5) business days. If you are applying to use our venue as part of an event, an event management plan and risk assessment document must accompany this request.

***Please note: It is the Hirer's responsibility to read the Hire Terms and Conditions carefully, ensuring you understand each section within the document and seek clarification if any section is unclear. This will ensure that there is no misunderstanding on the part of the Hirer and other penalties will not be incurred through misinterpretation of this document. If you have any further questions please contact Centre staff.***

## Room Hire Request Form 2025 (1 of 6)

### Organisation & Program Details

Organisation Details			
Organisation Name:			
ABN:			
Address:			
Suburb:		Postcode:	
Phone:			
Email:			
Program Name:			
Proposed Number of Participants:		Facilitators:	
Program Description + Attendee Cost (if any)			
<p>I acknowledge I have read and understand the Terms and Conditions of Hire at Frankston North Community Centre.</p> <p>Print Name: _____</p> <p>Signature: _____ Date: _____</p>			
<p>Please tick to authorise for Frankston North Community Centre staff to use the above description in the Centre's Term Program, social media and in other promotions:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>			
<p>Certificate of Currency/Public Liability Insurance Policy:</p> <p><input type="checkbox"/> Yes; attached and valid from ____/____/____ to ____/____/____</p> <p><input type="checkbox"/> No; Please apply for Public Liability Insurance through Frankston City Council at a rate of \$15.00 exc. G.S.T (per session)</p>			

## Room Hire Request Form 2025 (2 of 6)

### Contact & Billing Details

Contact 1 Details			
First Name:		Surname:	
Role:			
Email:			
Mobile:		Phone:	

Contact 2 Details			
First Name:		Surname:	
Role:			
Email:			
Mobile:		Phone:	

Contact Responsible for Invoice:	<input type="checkbox"/> Contact 1	<input type="checkbox"/> Contact 2
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## Room Hire Request Form 2025 (3 of 6)

### Rooms and Rates

Frankston North Community Centre 2025 – 2025 Fees and Charges*									
Room	Hourly Rates		Facilities						
	Community Groups	Commercial/ Funded Not-For-Profits	Approx Capacity	Room Size	Chairs	Tables	Whiteboard	Smart TV	Other
Jack Verity Hall	\$37.00	\$44.00	200	281 m <sup>2</sup>	✓	✓			Stage, Divider
Half day (<4 hours) Flat Rate	\$70.00	\$113.00							
Full day (>4 hours) Flat Rate	\$97.00	\$171.00							
Annex	\$27.00	\$33.00	40	87 m <sup>2</sup>	✓	✓	✓		Garden View
Annex with Kitchen	\$32.00	\$47.00							Kitchen
Meeting Room 1	\$32.00	\$38.00	20	40 m <sup>2</sup>	✓	✓	✓	✓	
Meeting Room 2	\$32.00	\$38.00	26	53 m <sup>2</sup>	✓	✓	✓	✓	
Computer Room	\$32.00	\$38.00	9	26 m <sup>2</sup>	✓		✓	✓	9x Computers
MISH Board Room	\$16.00	\$25.00	10	15 m <sup>2</sup>	✓	✓	✓		
MISH Small Meeting Room	\$14.00	\$22.00	4	9 m <sup>2</sup>	✓	✓	✓		
MISH Large Meeting Room	\$14.00	\$22.00	5	9 m <sup>2</sup>	✓	✓	✓		
Children's Room	\$27.00	\$33.00	30	96 m <sup>2</sup>	✓	✓			Play space, Toys

\*Fees are subject to review by Council and may change on 1 July each year.

### Definition of hire

- **Community Group** defined as a not-for-profit organisation that does not operate for profit, personal gain or the benefit of particular people.
- **Funded Not-For-Profit** defined as a not-for-profit organisation that does not operate for the profit, personal gain or the benefit of particular people but has full or partial funding for the program.
- **Commercial** defined as a business entity that engages in commercial activities for the purpose of generating profit.

## Room Hire Request Form 2025 (4 of 6)

### Booking Request Days & Times

Day:	Preferred Room:	Set up Start Time:	Program Start Time:	Program End Time:	Pack up End Time:
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

If preferred room is unavailable, my second preference is: \_\_\_\_\_

*Please note that the set up and pack down time are chargeable to the hirer.*

## Room Hire Request Form 2025 (5 of 6)

### Booking Request Dates – 2025 Calendar

**Circle all your booking dates for 2025 on the calendar below.**

Public Holidays^
  State School Holidays
  Periodical Cleaning\*

JANUARY							FEBRUARY							MARCH						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5						1	2						1	2
6	7	8	9	10			3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
APRIL							MAY							JUNE						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
JULY							AUGUST							SEPTEMBER						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11			4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER							NOVEMBER							DECEMBER						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

^Public holidays - refer to [business.vic.gov.au](https://business.vic.gov.au)

\*Periodical Cleaning – hire is unavailable (January 11 & 12, July 12 & 13)



## Room Hire Request Form 2025 (6 of 6)

### Swipe Card Access Request

**(Only complete this section if hire occurs outside of business hours, Monday-Friday 9am-5pm)**

Swipe Card Contact Details:			
<b>Recurrent Hirers:</b> Please ensure you list your swipe card number below to confirm our records are current. Swipe cards that aren't listed may be deactivated.			
<b>New Hirers:</b> Office staff will complete your swipe card number below, please leave this blank.			
<b>Name:</b>		<b>Swipe Card No:</b>	
<b>Organisation:</b>			
<b>Role:</b>			
<b>Mobile:</b>			
<b>Email:</b>			
<b>Agreement to swipe card access</b>  <i>I will not give, transfer or swap swipe card with any other persons.</i> <i>I will return swipe card to reception during business hours at the conclusion of my hire agreement.</i>  <b>Print Name:</b> _____  <b>Signature:</b> _____ <b>Date:</b> ____/____/____			

Please return completed request form to Frankston North Community Centre via email to [fncc@frankston.vic.gov.au](mailto:fncc@frankston.vic.gov.au) or to 26 Mahogany Avenue, Frankston North.



## HIRE TERMS AND CONDITIONS

### Access

Frankston North Community Centre office hours are 9.00am – 5.00pm Monday to Friday. The doors are automatically locked at all other times. A Centre staff member may not be available onsite at all times.

Hirers requiring access outside business hours will be allocated a swipe card. Swipe cards are registered to the named hirer (usually group facilitator), or nominated representative and must not be swapped or given to an unauthorised person.

A nominated person is required to arrange an appointment and attend the Centre during business hours to collect a swipe card prior to commencement of room hire and undertake an induction to the facility. The person to whom the swipe card is allocated will need to show photo identification and sign to collect it.

In the event that a swipe card is lost or stolen, the hirer will be charged for a replacement card. Please notify the Centre immediately via email if a card is lost or stolen.

Requests for additional swipe cards and/or changes to nominated swipe card holders can be made by contacting centre staff.

### Booking time and use of space

When a space is hired, the booking time requested must allow a sufficient amount of time for set-up, pack-up and cleaning.

Please note, in the event that a space is vacated earlier than the agreed conclusion time, no refunds or time credits will be issued.

Hirers may only use the area that has been booked. The Centre reserves the right to book any other portion of the building at the same time as other bookings.

### Breaches

Any Hirer found in breach of these terms and conditions, including not maintaining the condition of the venue or excessive noise, is liable to be expelled from the venue.

## Cancellations and alterations to hire

### By the Centre

The Centre reserves the right to cancel approved bookings should any urgent facility maintenance work need to be undertaken. The Centre will endeavour to give as much notice as possible should this occur.

### By the Hirer

Hirers are required to provide at least seven (7) days written notice for all booking cancellations or alterations. To notify of an alteration or cancellation please email the Centre [fncc@frankston.vic.gov.au](mailto:fncc@frankston.vic.gov.au). Failure to comply may result in your organization or nominee incurring the costs of hire.

### Refusal to hire

The Centre may refuse to hire on reasonable grounds at its own discretion.

## Catering

The Centre does not provide catering, or recommend a catering business to the Hirer. No crockery or cutlery are supplied. Should the Hirer require catering, they must arrange this directly with a catering provider. It is highly recommended that the Hirer arranges catering to be delivered at break times to keep fresh. All food and drink must be stored in containers provided by the Hirer or caterer. Fridges/freezers in Centre training/commercial kitchens may not be used by hirers to store food.

## CCTV surveillance

Please be advised that the Centre is under 24 hour surveillance with CCTV throughout the building.

## Child Safety

### Frankston City Council's Statement of Commitment to Child Safety

Council has zero tolerance for Child Abuse. Council is committed to creating and maintaining a Child safe environment where all Children are valued and protected from harm and Child Abuse. Council values diversity and will not tolerate discriminatory practices.

All Children, who attend services, programs, events and spaces that are delivered, owned or managed by Council, have the right to be heard and feel safe regardless of their (or their families') age, gender, race, ability, religious beliefs, sexual orientation or social background.

Council encourages the voices of Children in Council planning, delivery of services, programs and events, procedures and management of facilities. Council's priority is to involve Children in opportunities to influence matters that affect them as active citizens in their community.

Council will endeavour to ensure that Children know who to talk with if they are worried or are feeling unsafe and that they are encouraged to raise such issues.

### Hirer's Child Safety Responsibilities

Everyone in the community has a responsibility in ensuring the health, safety and wellbeing of children. As an organisation, club, association or other group or sole operator utilising a Council facility, these responsibilities extend to ensuring your group is complying with all relevant child safety legislation. The Victorian Child Safe Standards are mandatory minimum standards that some organisations (including Council) are required to meet. Your responsibilities under these Standards vary depending on whether the work of your group is deemed as having Direct or Incidental Contact with children:

<i><b>Direct Contact</b></i>	<i><b>Incidental Contact</b></i>
<p>Direct Contact involves any of the following:</p> <ul style="list-style-type: none"> <li>• Direct care, supervision and/or engagement with children under 18 years</li> <li>• Storing or access to personal information about children under 18 years</li> <li>• Survey or other consultation and engagement processes</li> </ul> <p>Direct contact includes contact that is:</p> <ul style="list-style-type: none"> <li>• Supervised</li> <li>• Unsupervised</li> <li>• Face to face</li> <li>• Online</li> <li>• Verbal, written or electronic</li> </ul>	<p>As Council facilities are located in public spaces and utilised regularly by children, all activities that are not deemed Direct Contact are classified as Incidental Contact</p>
<p>If your work involves direct contact your organisation <b>must</b> remain compliant with all of the Standards and report any concerns of child safety. Council may request evidence of compliance prior to or during your tenancy.</p>	<p>All organisations who have Incidental Contact with children <b>must</b>, at minimum, commit to proactively keeping children safe and reporting any concerns of child safety.</p>

If you are unsure about your responsibilities in relation the Victorian Child Safe Standards visit <https://ccyp.vic.gov.au/child-safe-standards/>

If you would like further information about Council's approach to child safety please email [childsafefrankston@frankston.vic.gov.au](mailto:childsafefrankston@frankston.vic.gov.au).

All concerns of abuse or harm to children must be reported according to the guidelines.

## Code of Conduct

Hirers and their guests are required to comply with all current laws, regulations and policies.

All people at the Centre are to be treated with dignity and respect. No smoking, vaping, alcohol, spitting, obscene or insulting language, disorderly behaviour or damage to property is permitted in the Centre.

Disrespectful, offensive or abusive language and behaviour will not be tolerated. Individual(s) displaying this behaviour will be required to leave the premises and may be denied access to the Centre as a result of such behaviour.

Any illegal behaviour will result in immediate expulsion from the venue, may incur a fine and all illegal activity will be reported to Victoria Police.

## Damage, theft or loss

The Hirer is responsible for the costs of repairing damage to the building, fixtures, fittings and contents (fair wear and tear accepted).

Floors, walls, curtains or any other part of the building or any fittings or furniture, must not be broken, scratched or damaged in anyway. Nails and screws may not be used.

No notices, signs, advertisements are to be affixed to the walls, doors, fittings or furniture or any other portion of the venue without the prior written consent of the Centre.

## Disputes

In the event of any dispute or difference arising as to the interpretation of these terms and conditions, or of any matter or thing contained in the document, the decision of Council shall be final.

## Emergency Management

The Centres Emergency Response Plan is applicable during business. For any emergency after hours Call '000' and evacuate the building where appropriate and await instruction from Emergency Services.

## Hirer's responsibilities

- The Hirer is responsible for:
- Ensuring the space is left clean and tidy, ready for the next Hirer.
- Cleaning up any spillages from tables, chairs, walls and floors.
- Returning furniture and equipment to original positions.
- Cleaning down all surfaces, equipment or appliances used.

- Turn off heating/cooling and lights before departure.
- Disposal of all rubbish.
- To ensure that any children under 18 must be supervised by responsible adults at all times.
- Ensuring the building is secure both during and at the completion of hire.
- Ensure you exit the building before the end of your approved hire period.
- Providing their own first aid kits.
- Any additional after hours service fees incurred by the hirer.

Extra charges may be incurred if heating cooling or lights are not turned off. A cleaning fee may also be charged if the space is not cleaned and rubbish disposed of.

No other cleaning products are provided. It is the responsibility of the Hirer to supply cleaning products and additional cleaning items for the hire period.

## Indemnity and insurance

### Indemnity

The Hirer agrees to indemnify and to keep indemnified, Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer's behaviour or purported behaviour of its obligations under the agreement to hire a space at the Centre and be directly related to the negligent acts, errors or omission of the Hirer.

The Hirer's liability to indemnify Council shall be reduced proportionally to the extent that any act or omission of Council, its servants or agents, contributed to the loss or liability.

### Insurance

The Hirer shall at all times during the hire period be the holder of a current public liability insurance policy in respect of the activities specified for a minimum coverage sum of \$10 million.

Community groups without public liability insurance may purchase public liability insurance with their booking. This is charged per occasion of hire at a rate of \$15 (ex GST) per session. This option is not available to recurrent Hirers who hire the venue on more than 52 times in a financial year or for commercial businesses.

Individuals who have house and contents insurance and are hiring the venue for an activity may be covered by this policy. Refer to the terms and conditions of your individual policy to confirm.

A copy of a Certificate of Currency (Public Liability Insurance policy) must be provided in order for the Centre to confirm an applicant's booking.

### Induction

A nominated person is required to arrange an appointment to meet with Centre staff during office hours for an induction prior to the commencement of room hire.

### Injuries and near misses

Any injuries/near misses must be reported to the Centre via email, as soon as possible with all detail including (type of incident, details of incident, date, time, location in the building, equipment and causation factors, facilitator and injured party's contact details). This will enable Centre staff to lodge an Incident and Hazard Report and follow up as applicable/required. Please email:

[fncc@frankston.vic.gov.au](mailto:fncc@frankston.vic.gov.au).

### Kitchen/Kitchenette facilities

The Centre has a kitchenette available for use by hirers. The Hirer shall leave the kitchenette space including fixtures, appliances and utensils, in a clean and tidy condition. All rubbish, refuse and waste water must also be immediately removed. If this is not done, the Centre reserves the right to charge the hirer for any extra charges incurred.

### Payment of hire fees

Venue hire fees are charged in accordance with the Centre room hire rates in the hire request form below. Prompt payment is required as outlined in the billing information.

If payment is not received by the due date, Council reserves the right to suspend your hire arrangements at the centre until outstanding invoices are paid in full.

### Protection of floors

Hirers must protect the floors from stains, scratches or other damage by covering the floor with suitable floor coverings approved by the Centre.

### Recurrent Hirer's criteria

Recurrent Hirers must comply with the following additional criteria:

- Recurrent bookings are for a maximum of 12 months, with all hire periods expiring on 31 December each year.
- Invoices must be paid by due date.
- Any outstanding fees for the year must be paid prior to the next year's booking allocations being considered.

- Hirers will be contacted if invoices are not paid by the due date, and may result in access to the building being suspended until satisfactorily resolved with the Centre Coordinator or staff.

### Request process

Bookings are subject to availability and approval via the request process. Requests to hire space at Frankston North Community Centre must be made in writing using the Room Hire Request Form (included in this document).

The following document outlines the general terms and conditions of any hire arrangement.

- Priority is given to local community and not-for-profit groups.
- We recommend you visit the venue to determine if the space is suitable for your purpose before submitting a form. To do so, please contact us on 03 8773 9545 or email: [fncc@frankston.vic.gov.au](mailto:fncc@frankston.vic.gov.au) to arrange a time to visit.
- It is essential that the request form be filled out in the name of the organisation and/or the persons responsible for the hire fees.
- The request (or nominated individual representing an organisation) must provide an insurance Certificate of Currency (Public Liability Insurance Policy) or arrange insurance through Frankston City Council as outlined below.
- The Hirer must circle nominated hire dates on the calendar included in the Hire Request Form.
- Room hire fees are GST inclusive and are invoiced at the end of the month.
- Fees are reviewed by Frankston City Council annually and may increase at the beginning of the financial year. Hirers will be notified prior to the change.
- Your request will be assessed and you will receive a response within five (5) business days.
- Your request is not complete until you receive an email confirmation from the Centre.

### Restricted and prohibited activities

Applicants are advised that the following activities are prohibited:

- Smoking or vaping inside or within 4 metres of the venue entrances.
- Consumption of alcohol on the grounds or premises.
- Any activity that has the potential to damage venue flooring.
- Candles, sparklers or naked flames.
- Pets (assistive dogs allowed).
- Nails or screws to be used in any part of the building.
- Behaviour that would cause disruption or disturbance to neighbours or other hirers.



- The application of any substance or material including wax or other liquid to any part of the venue or its fittings.

Hirers risk incurring a fine if it is found that they, or any guest, breach any of these requirements.

Applicants are advised that the following activities have restrictions:

- The display of birds, reptiles or animals must have prior written consent of the Centre.
- Amplified music must have prior written consent of the Centre.
- Delivery of goods or equipment have prior written consent of the Centre.

### Right to access

Authorised Council Officers, Volunteers and Contractors are entitled to free access to any and every part of the Centre at any time.

### Supervision of children

Children are required to be adequately supervised at all times. The Centre asks that you are mindful of others in the building.

### Storage of equipment

No personal property or property belonging to a Hirer may be stored in a Council venue without the prior written consent of the Centre. A cost may apply to storage.

Any such consent is subject to the Hirer accepting full responsibility for any loss, damage or misuse of the equipment. The Centre does not accept any responsibility for losses or damage, irrespective of the circumstances.

## Contact Us:

For further information, please contact Frankston North Community Centre via:

- Email: [fncc@frankston.vic.gov.au](mailto:fncc@frankston.vic.gov.au)
- Phone: 03 8773 9545
- Address: 26 Mahogany Avenue, Frankston North

### After Hours Contact:

Centre staff are not contactable after business hours.

Emergency contact: 000

Police Assistance Line: 131 444

Building issues: 1300 322 322 (Frankston City Council)





Please read before sending your Request		
<b>Insurance</b>	A copy of the <b>Certificate of Currency</b> from your <b>Public Liability Insurance Policy</b> must be attached to your request.	<input type="checkbox"/>
<b>Induction</b>	Induction is required prior to the commencement of room hire. Please arrange an appointment with Centre staff during office hours for a Centre induction.	<input type="checkbox"/>
<b>Swipe Card</b>	Your swipe card is <i>free of charge</i> and not transferable. <b>If a card is lost</b> a replacement fee will be incurred. <b>(\$20.00 ex GST)</b> <b>The centre must be notified <i>immediately</i> so the card can be deactivated.</b> Please arrange an appointment with Centre staff during office hours to collect and sign for your swipe card.	<input type="checkbox"/>
<b>Payment of fees</b>	All accounts will be invoiced monthly at the end of the month. Invoices will be sent by email to your nominated email address. All payments to be made via Frankston City Council's payment system.	<input type="checkbox"/>
<b>Privacy Collection Statement</b>	Frankston City Council is collecting the information on this form is for the purpose of registering and administering your request. The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to sign and return this Agreement your booking will not be confirmed.	<input type="checkbox"/>

OFFICE USE ONLY		
<b>Organisation/Hirer name:</b> <b>Approved Status:</b>		
<b>Hired space:</b> <input type="checkbox"/> Jack Verity Hall <input type="checkbox"/> Annex with Kitchen <input type="checkbox"/> Annex without Kitchen <input type="checkbox"/> Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/> Computer Room <input type="checkbox"/> MISH Board Room <input type="checkbox"/> MISH Small Meeting Room <input type="checkbox"/> MISH Large Meeting Room <input type="checkbox"/> Children's Room	<b>Rate:</b> <input type="checkbox"/> Community \$ _____ <input type="checkbox"/> Commercial \$ _____ /Funded NFP	
<b>Insurance saved in REM:</b> A_____	<input type="checkbox"/> Valid until ____/____/____ <input type="checkbox"/> FCC Insurance	
<b>Confirmation email sent to Hirer:</b>	<input type="checkbox"/> ____/____/____	
<b>Bookings entered into Ungerboeck:</b>	<input type="checkbox"/> ____/____/____	
<b>Hire agreement saved in REM:</b> A_____	<input type="checkbox"/> Yes	
<b>Swipe cards confirmed &amp; issued:</b>	<b>Swipe #</b>	<b>Person Issued</b>
<b>Induction:</b>	<input type="checkbox"/> Scheduled ____/____/____ <input type="checkbox"/> Completed ____/____/____	