Frankston South Community and Recreation Centre

Room Hire and Terms and Conditions of Hire 2027

Wominjeka / Welcome to the Centre

Thank you for your interest in hiring space at the Frankston South Community and Recreation Centre.

Our rooms are welcoming and inclusive spaces designed for community activities, workshops, training, and programs that bring people together and respond to local community needs.

To help us maintain this community focus, our spaces are not available for parties, private events, and / or sales events.

Working with our community

We welcome ideas, opportunities, program, and sessions that support our local community and their needs. All requests are considered against Frankston City Council and Centre priorities, including:

- Community Vision 2040
- Council and Wellbeing Plan
- FSCRC Plan
- Child Safety and Wellbeing Policy

Community Centre Hire Categories

Council's community centres provide welcoming spaces for activities that strengthen community connections, promote wellbeing and deliver positive outcomes for the local community. Hire applications are assessed to ensure activities align with the Centre's purpose and benefit the wider community.

Priority is given to:

1. Centre Programs – delivered by Centre staff, volunteers or facilitators.
2. Partnership Programs – delivered in collaboration with community partners to respond to identified community needs.
3. Community Groups – not-for-profit activities that benefit the local community.

Standard Hire

Applies to eligible community and not-for-profit organisations that do not meet the Community Hire criteria, including those receiving full or partial external funding or financial support.

Community Hire

Available to not-for-profit community organisations that:

- Operate for community benefit rather than private gain.
- Provide activities that contribute to the Centre's purpose.
- Receive no government funding, grants, sponsorship or other external funding or financial support.

Assessment of Eligibility

Council reserves the right to determine eligibility for each hire category and may request supporting documentation to verify an organisation's not-for-profit status, funding arrangements and community benefit.

Booking process

1. Please complete the **Room Hire Request 2027** form below (pages 4-9) or fill out a booking request online (click on the link below):

   Search - Frankston South Community and Rec Centre Room Bookings

2. Provide supporting information: Include any required documents, i.e., public liability insurance
3. Please return completed request form to Frankston South Community and Recreation Centre via email to fscrc@frankston.vic.gov.au

   or in person at the Centre 2/55 Towerhill Road, Frankston South.
4. We will review your request within five business days. Your booking is confirmed once you receive written confirmation from the Centre.

   Please note: Event bookings may also require an event management plan and risk assessment

We're here to help

If you have any questions or would like to talk about your booking, our Centre team is happy to help.

Frankston South Community and Recreation Centre
2/55 Towerhill Road
Frankston Vic 3199
Tel: 9293 7122
Email: fscrc@frankston.vic.gov.au

After hours:
Emergency: 000
Building Issues: 1300 322 322 (anytime)

Room Hire Request Form 2027

Please complete pages 4 – 10 and read all Terms and Conditions of Hire

Your Organisation & Program Details

Organisation Details			
Organisation Name:			
ABN:			
Address:			
Suburb:		Postcode:	
Phone:			
Email:			
Program Name:			
Proposed Number of Participants:		Facilitators:	
Will children or young people under the age of eighteen attend this booking?			
Program Description and attendee cost if any:			

I acknowledge I have read the Terms and Conditions. Date: _____

Print Name: _____ Signature: _____

Please tick to authorise for Frankston South Community and Recreation Centre Hub to use the details in center materials: ☐ *Yes*

Certificate of Currency/Public Liability Insurance Policy:

☐ Yes, attached, and valid to _____/____/_____

☐ No; Please apply for Public Liability Insurance through Frankston City Council at a rate of $15.00 ex GST (per session)

Room Hire Request Form 2027

Contact & Billing Details

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

Contact 2 Details *(If Applicable)*			
First Name:		Surname:	
Role:			
Email:			
Mobile:		Phone:	
Contact Responsible for Invoice:	☐ Contact 1 ☐ Contact 2		

Room Hire Request Form 2027

Rooms and Rates

Frankston South Community and Recreation Centre 2024 – 2025 Fees and Charges									
Room	Hourly Rates		Approx Capacity	Size	Facilities				
	Community	Commercial and Funded Not-For-Profit			Chairs	Tables	Whiteboard	Smart TV	Other
Stadium	$41 per hour	$48 per hour	200	613m2	✓				
Energise Room	$29 per hour	$37 per hour	30	90m2					
Relaxation Room	$27 per hour	$29 per hour	10	36m2					
Meeting Room 1	$26 per hour	$29 per hour	20-25	40m2	✓	✓	✓	✓	Integrated whiteboard
Meeting Room 2	$29 per hour	$33 per hour	25	46m2	✓	✓	✓		Standard TV

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

Room Hire Request Form 2027

Booking Request Days & Times

Day:	Preferred Room:	Set up time:	Program start time:	Program end time:	Pack down 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 2027

Booking Request Dates – 2027 Calendar

Please circle all your booking dates on the calendar below.

Public Holidays State **School Holidays**

JANUARY						
MO	TU	WE	TH	FR	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
MO	TU	WE	TH	FR	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Room Hire Request Form 2027

Swipe Card Access Request

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

Swipe card contact details:			
Recurrent Hirers: Please ensure you list your swipe card number above to confirm our records are current. Swipe cards that aren't listed will automatically be deactivated.			
New Hirers: Please leave this section blank. Office staff will complete your swipe card number above.			
Name:		**Swipe Card No:**	
Organisation:			
Role:			
Mobile:			
Email:			

Agreement to swipe card access

I will not give, transfer or swap swipe card with any other person.
I will return swipe card to reception during business hours at the conclusion of my hire agreement.

Print Name: _____

Signature:
_____

Date:
_____

Please return completed request form to Frankston South Community and Recreation Centre via email to fscrc@frankston.vic.gov.au or to 2/55 Towerhill Road, Frankston South VIC 3199.

HIRE TERMS AND CONDITIONS

Wominjeka / Welcome to the Centre

We're delighted to welcome you to the Centre and hope you feel comfortable, included and supported during your time here.

Our spaces are shared by people from all backgrounds, abilities, cultures, ages, identities and communities. These guidelines help us create a safe, respectful and welcoming environment for everyone.

Thanks for helping us look after the Centre and all the people using it.

Accessing the Centre

The Centre is open from 9am–5pm, Monday to Friday. Not open public holidays. Swipe access is required outside these hours.

Your nominated representative will need to complete a short induction before the first booking. Please keep swipe cards secure and let us know as soon as possible, if damage, lost or stolen.

If you or someone in your group has accessibility or other support needs, please talk to us. We'll do our best to help you use the Centre comfortably.

Enjoying Your Booking

Please allow enough time within your booking for setting up, packing away and tidying up.

To help keep the space ready for the next group please:

- Leave furniture and equipment in the designated room.
- Clean up spills and rubbish.
- Turn off lights, heating and cooling.
- Make sure doors are secure when you leave.
- Finish your booking by the scheduled time.
- Be mindful of noise, particularly after hours.

- Make sure children and young people are appropriately supervised.
- Bring any first aid supplies, whiteboard pens, power boards and / or extension leads you may need. Ensure electrical equipment you bring is tested and tagged.

Free Wi-Fi is available.

If additional cleaning, maintenance or contractor attendance is needed due to your booking, a fee may apply.

Planning Your Booking

We're happy to help you plan your booking. If you have access, communication, sensory or other requirements, please let us know. We will endeavour to work with you where we can, to help make your experience at the Centre welcoming and accessible.

Keeping Everyone Comfortable

We want everyone to feel safe and welcome at the Centre. Please leave the following outside the building:

- Cigarettes and vapes.
- Alcohol and other drugs.
- Candles, sparklers, naked flames, aerosol sprays, smoke or fog machines and toasters.
- Animals, except certified assistance animals.
- Amplified music.
- Anything that could damage the Centre, furniture or equipment.

We ask everyone to treat others with kindness and respect, including people of different ages, abilities, cultures, backgrounds and identities.

Where there are concerns about safety, security, wellbeing or the appropriate use of the Centre, Frankston City Council reserves the right to change, suspend or end a booking.

Looking After Our Spaces

We love seeing our spaces used by the community. Please help us keep them welcoming for everyone by taking care of the building, furniture, equipment and fittings.

Signs, notices or advertisements need prior written approval from the Centre.

The Hirer may be responsible for the cost of repairing damage caused during their booking. Fair wear and tear are accepted.

Food, catering and deliveries

Kitchenette facilities are available for your use. Please help us keep these shared spaces welcoming by leaving kitchen areas, appliances and utensils clean and tidy, and removing food waste and rubbish after use.

For everyone's comfort and safety, cooking and heating food isn't permitted in meeting rooms. Hirers are welcome to arrange their own catering, crockery and cutlery.

Reception isn't always attended, so please arrange for someone from your organisation to receive all deliveries, including food and catering. Centre staff and volunteers are unable to accept deliveries. Planning ahead helps keep your session run smoothly.

Centre fridges and freezers aren't available for storing Hirer food.

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 abuse and will promote a whole of community approach to keeping children safe.

Where a hire involves children or young people the hirer must:

- Take reasonable steps to protect children and young people from harm, including providing appropriate supervision and managing child safety risks associated with their activities and use of shared facilities including toilets, foyers, car parks, kitchens, outdoor areas, other concurrent users, public access, blind spots and afterhours access.
- Comply with all applicable child safety legislation, including the Child Safe Standards and Reportable Conduct Scheme where applicable.
- Promptly notify Council of any child safety incident or concerns arising in connection with the hire that may affect the safety of children or other facility users.
- Fulfill their own legal obligations to report child safety concerns or incidents to relevant authorities
- Follow reasonable direction provided by Council staff relating to child safety, supervision and the safe use of the facility

The hirer remains responsible for child safety within their activities. Council retains responsibility for managing risks associated with its operation of the facility.

Safety and Emergencies

After hours if there is an emergency, call 000 and follow the instructions of Emergency Services. During hours when Centre is staffed, please follow all instructions of the Warden Team.

If a fire or security alarm is activated because of your booking, associated costs may be passed on to the Hirer.

For building issues outside Centre hours, please call 1300 322 322.

Changes or Cancellations

We understand plans can change. Please give us at least seven days' written notice if you need to change or cancel your booking.

Email fscrc@frankston.vic.gov.au.

This helps us make the space available to other community groups. Hire costs may apply where the required notice is not provided.

Occasionally, the Centre may also need to change or cancel a booking due to maintenance, facility requirements or Council events. We will provide as much notice as possible.

Booking with the Centre

Bookings are subject to availability and approval.

We prioritise local community and not-for-profit groups and aim to make our spaces available to a broad range of community members.

Your booking is confirmed, once you receive written confirmation from the Centre.

Hire fees include GST and are reviewed annually.

Insurance

Hirers are generally required to hold $20 million public liability insurance.

If $20 million is difficult for a Hirer or community group to obtain, the Centre can consider a lower level of cover on a case-by-case basis.

A Certificate of Currency is required before your booking is confirmed, unless Council insurance is available and arranged for your booking.

Privacy and CCTV

CCTV operates throughout the building to help support the safety and security of everyone using the Centre.

Frankston City Council collects personal information to manage bookings and provide Centre services. Information is handled in accordance with Council's privacy requirements. See the Frankston City Council website for more information - www.frankston.vic.gov.au

We’re Here to Help

If you have any questions about your booking, accessibility or using the Centre, please get in touch.

We’re happy to work with you to help make your experience welcoming, inclusive and enjoyable. See you soon.

Frankston South Community and Recreation Centre

2/55 Towerhill Road,

Frankston South VIC 3199

Email: fscrc@frankston.vic.gov.au

After hours
Emergency: 000
Building issues: 1300 322 322 (Anytime)