



New Life Presbyterian Church Church Building - Conditions of Use

Thanks for utilising the New Life Presbyterian Church building for your upcoming event! The Committee of Management wish to maintain the building in good working order for all the groups that use the space, and therefore ask that you abide by the following conditions of use:

- i. You may use any of the chairs and tables that are stored in the church hall area. When leaving, please return them to their original location. For safety, chairs are to be stacked no higher than 6 chairs high.
- ii. You may use any cutlery, crockery, utensils, jugs, and platters that you find in the kitchen cupboards and drawers. When leaving, please have washed all items and returned to their original locations.
- iii. You may use the tablecloths and tea towels. When leaving, please take these items, launder them and return within one week.
- iv. You may use cling wrap, al-foil, cleaning products and bin liners as necessary to undertake your function.
- v. You may use the electric jug and zip boil.
- vi. You may use the coffee pod machine. Please provide your own ALDI-brand pods.
- vii. Use of any of the food items in the fridge or cupboards is not permitted.
- viii. Consumption of alcohol in the New Life building or its surrounds is not permitted.
- ix. Smoking in the New Life building or its surrounds is not permitted.
- x. Use of the photocopier, sound system, television and other electronic equipment is not permitted unless express consent is given.
- xi. Use of the toys and other equipment contained in church cupboards is not permitted unless express consent is given.
- xii. Please vacuum the church building prior to leaving the building. Vacuum cleaner is located in the shower recess of the disabled toilet.
- xiii. When leaving, please empty rubbish bins into the large green bin outside the building (behind the lattice on the Eastern side of the building).
- xiv. Please close and secure all windows and external doors before exiting.
- xv. If unaccompanied when closing, please set the alarm by pressing 'On' when exiting the building.