



Training room hire application

Contact details

Organisation:

Coordinator:

Address:

Telephone:

Email:

I have read, understood and agree to abide by the attached Conditions of Use and I will ensure that any alterations or cancellations are received in writing no less than two working days prior to the date in question.

Signed:

Name:

Date:

Booking details

Briefly describe your organisation and the benefit that your organisation brings to the vast majority of Western Australian children and young people:

Date:

Time:

Description of meeting:

Number of attendees: U18 -

18+

Once you have completed this form, please return to CCYP via any of the methods below:

Email – info@ccyp.wa.gov.au

Fax – 08 6213 2220

In person or post – Ground Floor, 1 Alvan Street Subiaco WA 6008

Office use only

Approved/Not Approved **Signed** _____ **Date** _____

Conditions of use

Under the Commissioner's new guidelines for external users, agencies must meet certain criteria. The room is ONLY available for:

- Meetings of reference or advisory groups which INCLUDE children and young people under the age of 18 years.
- Government or non-government agencies (Not-For-Profit) holding consultations or meetings WITH children and young people under the age of 18 years.
- Other proposals for room usage will be considered if actively engaging children and young people under the age of 18 years in decision making or consultation processes.

However, if the availability of the room is vital to the service being provided, you are welcome to apply for special consideration. You can do this by including with your booking application, the following additional information:

- Why the room is critical to your service
- How the activity will directly support the wellbeing of children and young people under the age of 18 years

The training room is only available weekdays between 5.00pm and 8.30pm and on weekends 9.00am to 5.30pm. The room can accommodate up to 30.

The training room is available free-of-charge to suitable organisations, subject to the operational needs of the Commissioner's office.

There are eight (8) foldable wheeled tables, 20 office chairs and 30 plastic chairs available.

A ceiling-mounted data projector and screen is available in the training room. A portable electronic whiteboard is also available. The organisation must inform the office if this equipment is required. Any other electronic equipment is to be supplied at the organisation/individual's own cost. **There is no wireless internet access available.**

All refreshments, including tea, coffee, milk and disposable cups are to be supplied at the booking organisations own cost. An electric 8 litre hot water urn and electric kettle can be made available. Alcohol is not permitted on the premises.

It is the responsibility of the meeting coordinator to set up the training room. All furniture and chairs should be returned to their original placement on completion of the booking.

The Commissioner's office does not provide car parking facilities for visitors using the training room. The office is within two minutes walking distance of Subiaco Train Station (Fremantle Line) and is close to several Transperth bus routes. The City of Subiaco offers ticket parking on the street or in two nearby parking stations. There are two accessible parking bays (permit stickers required) – one on Railway Road and one on Roberts Road.

Security and emergency access information

- After-hours access is by security access card. The meeting coordinator is to provide after-hours contact details (i.e. personal or work mobile) and commit to being contactable during the booked time in case of an emergency. For after-hours meetings when a staff member from the Commissioner's office is not present, the meeting coordinator will access the training room via the main entrance using a programmed security card and the access pin code provided to disarm the alarm.
- After hours, doors beyond the main reception and to the CCYP office work area will be locked. Entry into the CCYP office work area is not permitted.
- Access to the shared toilets and kitchenette is via a code-locked door. Access back into the room from the shared toilets and kitchenette is via access card. However, the door may be propped open during the booking to allow access to the toilet and kitchenette areas. The meeting coordinator is responsible for ensuring that these doors are closed prior to leaving after the booking.
- Emergency exit (after hours) is through the front doors to Roberts Road or through the emergency exit door beside the lift to Alvan Street. Do not use the lift in the event of an emergency.
- Please be advised that the booking organisation will incur a charge of \$100.00 (+GST) when lights and/or air conditioning are left on at the conclusion of the booked event. If a member of the Commissioners staff is contacted by the buildings security service provider, out of normal office hours due to a security issue arising from the booked event, a charge of \$50.00 (+GST) will be incurred by the booking organisation.

Use of training room on the day

It is the responsibility of booking organisations meeting coordinator to:

- Arrive in sufficient time to set the room up to their own requirements.
- Manage the entrance and exit of all participants. It is recommended that you have a designated person to deal with any housekeeping issues that arise, such as parking, toilet access, breaks.
- Ensure the meeting coordinator is contactable by mobile phone throughout the event in case of emergencies.
- The door from the foyer to the toilet access corridor and the door from the corridor to the toilets may be propped open during the booking to allow access to the toilet and kitchenette areas. The meeting coordinator is responsible for ensuring that these doors are closed prior to leaving after the booking. If these doors are left open when security is active, an alarm will be triggered. CCYP will recoup the costs of any associated security call-out costs from the booking organisation, approx. \$80.00 (+GST).

- Ensure that the premises are left clean and tidy, including all rooms used, the shared kitchen and toilets. A vacuum cleaner and cleaning supplies are available in storage room in the foyer. Return the furniture to its original set up.
- Spills or damage should be reported to the Commissioner's office as soon as possible.
- The Commissioner's office reserves the right to recover the cost of major cleaning, damage or security attendance from the individual Meeting Coordinator or organisation that made the booking as per the signed agreement. Failure to comply with these responsibilities may lead to refusing further usage of the room.

No parking for visitors

For information on how to find us, visit ccyp.wa.gov.au

For the meeting coordinator, you agree to the following:

- I am the authorised representative for the organisation booking the room.
- I agree to use the room according to the criteria under the Conditions of Use of training room.
- I agree that I am responsible for the behaviour, safety and wellbeing of participants and their entry and exit to the building.
- I must provide photographic Proof of Identity when collecting the Access Key.
- I must ensure that a qualified First Aid Officer is present during the booked session and that a First Aid Kit is available.
- I will not have alcohol served in the room or anywhere in the premises of the Commissioner for Children and Young People WA.
- I am responsible for the cost of repair or replacement of any furniture or fittings damaged by participants during this event or for additional cleaning costs incurred as a result of the room's use.
- At the conclusion of the booked session I agree to secure the premises, turn off all lights, air conditioning and arm the security system. In the event that the security firm is called out because the premises have not been properly secured, I understand that any costs incurred will be charged to my organisation. Costs will also be incurred when lights and/or air conditioning have not been turned off and if a member of the Commissioners staff has been called to assist with a security issue during the booked event.
- I agree to take responsibility for any emergency or evacuation procedure.
- I agree that my organisation is responsible for arranging Working with Children Checks when required.
- I agree that my organisation is responsible for arranging suitable liability insurance coverage for participants.
- I acknowledge that the Commissioner for Children and Young People WA accepts no liability other than for safety and security measures which are under its control.
- I will return any keys by 10am the next working day after the event. Lost cards will incur a charge of \$50.00 (+GST) to cover the cost of replacement.

Signed _____ Date _____

Position _____