

Trust Waikato Community Meeting Rooms – Conditions of Use

Trust Waikato's community meeting rooms are available for community organisations to use. Like any shared space, there are a few conditions in place to ensure groups using our facilities have a smooth, safe and enjoyable experience. Your booking will be confirmed once we have received a signed copy of this document.

TIMING OF BOOKINGS

Trust Waikato's normal office hours are from 8.30am to 5pm. Regular users of our meeting rooms may be able to book outside of these hours following a full induction. Bookings can be made in blocks with time allowed between meetings for cleaning and set up. Timeframes include:

- Two hour blocks
- Half Day (9am to 12.30pm or 1pm to 4.30pm)
- Full Day (9am to 4.30pm).
- After hours (with prior approval and full H&S induction)

BOOKINGS AND ROOM CAPACITY

To view meeting rooms and request a booking please visit <http://trustwaikato.co.nz/resources>

RULES OF USE FOR COMMUNITY ROOMS

- Trust Waikato operates a no alcohol and no smoking policy for use of the Community Meeting Rooms.
- Please ensure your occupancy numbers do not exceed recommended safety limits.
- Please confirm the primary contact for your event. This is the person who will be on site, responsible for the people attending your event, and available for follow-up with Trust Waikato staff.
- Please ensure materials and any catering brought in for your event are removed afterwards and the areas you have used are clean and tidy for the next group to enjoy.
- Only those attending your event should be given access to Trust Waikato meeting facilities.
- You are welcome to use the ground floor kitchen and equipment. We will provide the basics in tea, coffee and sugar. Please leave the kitchen clean, with the dishwasher loaded and switched on before you leave.

GENERAL CONDITIONS OF USE

- It is important you ensure the health and safety of all persons attending your event, by being familiar with Trust Waikato's health and safety guidelines. Each group's primary contact will be provided with a housekeeping and health and safety induction.
- In the event of an emergency during normal office hours, please follow the instructions of Trust Waikato staff.
- When booking meetings outside of office hours, please ensure your group is provided with information regarding general housekeeping and the emergency evacuation procedures in place.
- Any new hazards should be reported to the Trust's Office Coordinator at (07) 838 2660 or by email to bookings@trustwaikato.co.nz.
- Please remember this is a working environment and keep noise to an acceptable level.
- Our aim is for as many groups as possible to have access to our facilities. This means that from time to time we may need to move or change longer-term recurring bookings to ensure everyone has fair access to our facilities. If this should happen we will provide as much notice as possible.
- If you have not previously used our rooms, please contact the Office Coordinator to view in advance.

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| Accepted by: | |
| Organisation/Group: | |
| Signature: | |
| Date: | |