

# Hire Charges and Conditions for Use of the ALCRA Student Centre

All bookings are to go through Business Office. Please fill in the 'ALCRA student centre booking form' signing that you agree to the following charges and conditions.

## Hire charges

1. When people who are not members of ALCRA wish to use the student centre for a function, the following charges and conditions will apply.
  - a. The key to the student centre kitchen as well as an access card to the student centre may be borrowed from the ALC Business Office after a \$100 bond has been paid. Please note that there is a \$ 44 fee if an access card is lost or damaged.
  - b. A fee of \$55 per 4-hour bracket is to be paid to ALCRA at time of booking.
2. When people who are members of ALCRA wish to use the student centre for a function, the following charges and conditions will apply.
  - a. The key to the student centre kitchen may be borrowed from the ALC Business Office after a \$20 bond has been paid.

Payment of the bond is to be made when picking up the key. Please note that the return of the bond money is dependent on the student centre rules having been followed.

Any queries can be made to the ALCRA Chairperson or the ALCRA Media/Property Officer.

## Student centre rules

These rules have been agreed upon by the Australian Lutheran College Residents Association representatives and approved by ALC Business Office.

1. Quiet is to be observed by 10 pm on weekdays and 12 am on weekends.
2. Children (under the age of 18) of ALCRA members/visitors are **not** permitted to use the student centre unless **closely** supervised by an adult.
3. If a mess is made in the student centre it is the responsibility of those who made it to immediately clean it up.
4. Report all breakages to the Business Manager, Maintenance office, an ALCRA Committee member or the Business Office.
5. Alcohol is permitted inside the student centre provided it is consumed in moderation. Empty cans, bottles and boxes must be disposed of.
6. Unbooked usage is given priority to members of ALCRA and Sem Wives.
7. Students who have visitors in the student centre will accept all responsibility for the actions of visitors.
8. Children under the age of 12 are not permitted to use the pool table. Children aged 13 to 15 must be supervised by an adult.
9. People storing equipment in the student centre do so at their own risk.
10. Items must **not** be removed from the student centre.
11. After use make sure doors and windows are shut, and the air conditioner, fans and lights are turned off.
12. The kitchen area is unavailable unless a booking has been made through the Business Office.

**Anyone not adhering to these rules may be asked to leave**