

## Community Use of the Education Village

### Code of Conduct (All Users)

1. Rooms and hired areas will be available to use from the time they are booked. If clients arrive before this time, access to the room may not be available. When booking, please allow time before the event is due to start, and for overruns. Your event/booking must end and the room be cleared no later than the finish time as stated on your booking form.
2. Should your Booking continue after the agreed finish time, Kajima will make every endeavour to accommodate your wishes. However should a Leisure Attendant request you to vacate the premises, for example, in the event of requiring the room for a subsequent hirer, you should immediately comply.
3. Charges will be incurred on a pro-rata basis for any time run over booking times.
4. It is your responsibility to ensure that Rooms and Spaces are left in the condition that they were found. All furniture must be returned to its original layout and all litter must be removed. Failure to do so will result in a charge levied for cleaning.
5. Any accidents or damage occurring within the premises must be immediately reported to the Leisure Attendant on duty and will be logged in our Accident Book.
6. Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or any other means without consultation.
7. There is strictly no smoking in the building
8. We reserve the right to cancel your Booking with immediate effect and without liability if at the sole discretion of Kajima, it appears that:
  - a. The Booking may bring bad publicity or disrepute upon the company.
  - b. The Booking may be illegal.
  - c. The Booking is of a different nature to that confirmed by you.
  - d. The number of attendees may exceed published capacity figures and it is not possible to reorganise the Booking within the Society's premises.
  - e. It is possible that you may not be able to honour your obligations under the Contract.
  - f. You fail to pay any required deposit
  - g. You breach any of the conditions of these signed Conditions of Booking.
9. In the event of cancellation under the circumstances described above, any deposit paid by you may, at the sole discretion of Kajima, be retained.
10. *Hired Equipment*: Laptops, projectors and audio visual equipment can be hired for a fee. Prior notice is required and the hirer is responsible for any damage caused.
11. It is advised that you keep your valuables with you at all times. Kajima Community takes no responsibility for items that are stolen. Hired areas can be locked upon request.
12. There is a notice in each room regarding fire procedures. Please note and inform your delegates of this important information.
13. Hirers are responsible for all those who enter the site who do so with the intention to spectate or participate in the hirer's activity. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult/s.