



CONDITIONS OF USE OF THE MEETING ROOM IN VISE HOUSE

Thank you for hiring this room. Just a few pointers for you so that you can enjoy this facility and we can be sure that you are safe and comfortable.

Room rental per hour is \$20.00 payable after use or in the case of U3A at the end of each term (the invoice will be issued to the U3A treasurer unless other arrangements are made).

Fire Safety:

Be sure you check the fire exit doors. An evacuation plan diagram is located near each exit door.

There are 2 fire extinguishers, one near the front door, and a smaller one in the Research Office at the end of the corridor. There is a fire blanket located on the wall between the toilet and the kitchen.

Remember, your safety is the first consideration, do not attempt to extinguish the fire if there is any danger to you.

Have one member of your group designated as the fire warden who, if necessary, will don the high viz vest located behind the main entry door. He/she will request you sign an attendance sheet on entry to use as a check list to ensure that everyone is safely out of the building. The **Emergency Assembly Area** is located through the back gate near the rubbish bins.

Electrical Equipment:

If you use any electrical equipment such as the air conditioner, fans, hot water and/or kettle, please make sure they are turned off before you leave.

Use of cups, plates and spoons is included in the rental price, but you are required to supply your own tea, coffee, milk and sugar.

Please leave the room as you find it - tables to their original place, chairs stacked, kitchen tidy, blinds drawn and electrical appliances turned off.

If you have any queries, please contact Doug Benckendorff (5445 4683).

Thank you.

February, 2023.