

## **Guidelines for hire and use of church buildings and facilities**

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We are pleased that you are considering using our buildings. The Queanbeyan Uniting Church (from here on referred to as QUC) seeks to be a positive influence in our community and offers its buildings to the community for hire as part of that commitment.

We have a range of facilities available for hire, subject to availability. These include:

- ✚ A large flexible worship space/auditorium (the “New Church”) with good acoustics, lighting, heating and sound systems, seating approx. 250 people (and with the ability to seat around 100 more in the adjoining large foyer area). This modern space is suitable for worship, weddings and funerals and is also frequently used for concerts, performances recitals, seminars, meetings and training sessions, amongst other uses. This space also has a large retractable screen and projectors to show DVDs and PowerPoint presentations. Two medium sized rooms behind the feature mosaic wall area can be adapted for use as change rooms, storage for costumes/instruments etc.
- ✚ A sound-proofed air conditioned play room for parents/carers and children with wall to ceiling glass access to the main worship space and a sound system enabling all events in the main auditorium to be clearly heard.
- ✚ A modern kitchen opening onto the main foyer area, equipped with a commercial dishwasher, large refrigerator, microwave, large modern electric/gas range and oven, continuous boiling water and a full range of crockery, cutlery, consumables, and kitchen electrical appliances.
- ✚ Large open foyer (“CAST”) area with reverse-cycle air-conditioning suitable for catering (meals, morning and afternoon teas etc.) plus multiple folding tables, stackable chairs, coffee tables and lounge area. This flexible area is also used for meetings, seminars, displays and activities for seniors, youth and other community groups.
- ✚ Traditional buildings and facilities including a large hall with stage, chapel, kitchen and two large meeting rooms.
- ✚ Disabled toilet, baby change rooms and two complete sets of women’s and men’s toilets.

To assist you in deciding whether our buildings will suit your purposes we offer you the following information:

- ✚ These buildings, and in particular the Chapel and “New Church”, were built and dedicated for Christian worship and service. You are asked to respect this both in usage, behaviour and language.
- ✚ Because of this primary purpose there will be, from time to time, displays, arrangement of furniture, etc that are related to the worship activity of the congregation. Normally they will not impinge on your use of the facility. We request such displays, etc, are not touched.

- ✚ On very rare occasions parts of the building may need to be used for one of the primary purposes for which it was built, such as a wedding or a funeral. We will always do our best to arrange such events to not coincide with your activity. However we cannot guarantee this will always be possible. In the case of QUC requiring the building at a time that would inconvenience you we will do our best to make other arrangements for your activity.
- ✚ Maintenance of the property occurs at times when tradespeople and others are available. The Church will do its best to schedule maintenance to not clash with your group. However this cannot be guaranteed. Lawn mowing is normally done on Saturday mornings. The Church expects any tradespeople or volunteers to treat your group with respect. We appreciate your understanding of the church's maintenance needs and your respectful cooperation with this matter.
- ✚ Church Staff and volunteers use parts of the building in the performance of their duties during regular office hours and also at other variable times. The Church Staff and volunteers will do their best to not intrude on the activities of your group. We request you respect the right of Church Staff and volunteers to be using the building.
- ✚ Food should not be taken into or consumed in the Chapel and "New Church" buildings. Food and drink can be consumed in the open area, called the CAST area, adjacent to the "New Church" and in the halls and meeting rooms attached to the Chapel.
- ✚ Smoking of any substance and the consumption of any intoxicating or dangerous substance is not permitted on any part of the Church property.
- ✚ Please ensure your use of the facilities is in accordance with the times you have requested. If you need to either change the times or extend the times please contact the Church office to make this arrangement. With various groups using the facility it is essential that all groups adhere to the starting and finishing times that have been agreed to.
- ✚ To help us keep costs as low as possible we request the cooperation of all users in leaving the facility clean after each use. There is a commercial vacuum cleaner in the electrical storeroom for cleaning carpeted floors. Brooms and mops are kept in the "new" kitchen cupboard and in the Kindy Room. When you finalise your agreement with the Church you will be shown the location of cleaning equipment
- ✚ The Church Office is not staffed. Please make an appointment to come and see the buildings so you are not disappointed by turning up and no one can help you. Any problems or damage should be reported as soon as possible on 6297 9046 or by email to [office@quc.org.au](mailto:office@quc.org.au).
- ✚ **Equipment**  
We are able to provide, on request, microphones and amplification, use of light projector including for PowerPoint presentations and screening of videos or DVDs; a whiteboard; moveable screens/display stands; modern kitchen facility; chairs and tables.
- ✚ It is **essential** that **all** lights and heaters are turned off and **all** external doors and windows secured before your group leaves the building.
- ✚ **Hiring charges**  
QUC is a "not-for-profit" organisation. As such the fees we set for use of the various parts of the building are based on reasonable recovery of the costs we incur, eg power, depreciation, maintenance and cleaning. In recognition that heating costs during the

winter months are much greater than at other times we have spread that cost across the whole year so that no group will be disadvantaged.

✚ A fee schedule is available online or on request.

✚ **Payment** is best made via Direct Debit into Payment:

- Most preferred option: Direct Debit from your account to:

QUEANBEYAN UNITING CHURCH AT CALL ACCOUNT,  
B.S.B. 634-634, ACCOUNT NO. 100 020 066

(please ensure you state the reasons for the payment as 'Hall Booking' and the date)

- Cheques are also accepted – posted at least 10 days before the event

✚ Like other not-for-profit organisations we will be better able to meet our expenses if you are able to pay promptly (within 14 days) for your useage by direct deposit where possible (details below). Payments by cheques or cash will also be accepted and receipts will be provided for all payments.

✚ A "User Agreement" will be prepared for your signature following your request for use of any part of our facility. This provides more detailed "Conditions of Use" including information on Public Liability Insurance and will include the details of your requested useage and the fees as referred to above.