



Approved by board on: 17th August 2023
Scheduled review date: 17th August 2025

Introduction

The Community Rooms are additional space in the preschool. They are equipped to support children with additional needs, a space for families and community members to meet and a space for small group educational programs.

Purpose

The Community Rooms were established with the purpose to facilitate school readiness programs in small groups and be used as a community hub.

Policy

1 Room Hire Fees

- Room Hire Fees
 - Per hour \$30 + GST
 - Day \$200 + GST
 - Overnight \$240 + GST
 - Agreed Costs for Non for profit
 - Cleaning Fee where required \$30 + GST

2 Room Use

The community rooms will be booked through the administration. This includes for NDIS appointments, the Girinya school readiness program, community health or other relevant visitors.

- The Girinya Room is available to community groups when not in use by the Forbes Preschool.
- Not for profit providers may be donated the use of the room. A \$30 cleaning fee will be charged if the room is not cleaned at the end of the hire. This includes washing up any cups, cleaning toilets, emptying bins and sweeping/mopping floors.
- At completion of using the room all doors and windows are to be locked and heating/cooling to be turned off.
- For profit organisations/services will be charged the fees outlined in Policy point 1.
- In the case of any disputes arising the decision to hire the room will be final.
- The equipment in the room is to be only used by Health Professionals and trained Educators. Visiting groups are not permitted on the equipment.

Community Rooms

- The Hirer of the room is confined to the room and its accompanying facilities. This does not extend to any other areas of the preschool.
- Smoking is NOT permitted.
- All visitors must sign in and out
- No food or drink is to be consumed in the room (unless otherwise discussed with the preschool management)

The rules of the room are displayed near the sign in/out sheet.

Approval of using the room will be on a case by case basis and at the discretion of the Approved Provider.

Related Documents

Girinya Room Hire Agreement – for people hiring to sign