

KULUNGAH-MYAH FAMILY CENTRE BY-LAWS

1. In these By-Laws, unless the context otherwise indicates, the following terms shall have the meaning set against them hereunder respectively:

“*COMMITTEE*” means the committee of Management elected under the Constitution of the Kulungah-Myah Family Centre Inc at the Annual General Meeting.

“*BUILDING*” means and includes any hall, or room, or corridor, or stairway, or annex of the Kulungah-Myah Family Centre.

2. A person who wishes to hire the Building shall make an application in writing to the Centre Co-Ordinator. Events such as 18th's and 21st's will not be permitted in or around the Centre.
3. Casual bookings shall be paid at the time of booking. A bond shall apply to all casual bookings and shall be paid at the time of booking, such bond to be fully repayable to the person making such booking after completion of the booking and upon satisfactory condition of the building.
4. If a booking is cancelled by the hirer any amount paid by the hirer shall be forfeited, provided that the Committee may in special circumstances authorise the repayment to the hirer of an amount as may be determined by the Committee.
5. The Committee may require that, as a condition of the hiring, the hirer deposit an amount nominated by the Committee to cover any damage to the building or equipment during the term of hiring. The Committee may expend the sum so deposited in making good any damage caused during the hiring and shall return the balance, if any, to the hirer. The deposit of money pursuant to this clause shall not release the hirer from liability for any damage in excess of the amount deposited.
6. No person shall:
 - a) Deface or damage the building
 - b) Place any nails, pins or screws in the woodwork or any part of the building without prior consent of the Committee.
 - c) Deface or damage any chattels or equipment the property of the Committee or other person.
 - d) Without the prior consent of the Committee remove or replace any electrical fitting in the building.
 - e) Without the prior consent of the Committee remove or replace any chattels or any equipment the property of the Committee or hired with the Building or any other person.
 - f) Sell any alcoholic liquor in or about the Building.
7. No person shall, in or about the Building:
 - a) Behave in a disorderly or offensive manner, or be intoxicated.
 - b) Use any profane or indecent language, create or take part in any disturbance.
 - c) Cause a nuisance or annoyance to an owner or occupier of any other premises in the vicinity of the Building.
 - e) Smoke in or round the building.

8. The hirer of the Building or any part thereof:
 - a) Shall maintain and keep good order and decent behaviour therein.
 - b) Shall make good any damage to the Building and any loss or damage to the property and equipment hired therewith or situated therein caused during the term of hiring, or at the option of the Committee, pay the costs thereof.
 - c) Shall be responsible for the carrying out of the Terms of Compliance with the By-Laws.
 - d) Shall permit a person authorised by the Committee to have free ingress to the building for the purpose of making inspection of enforcing any of these By-Laws.
 - e) Shall leave the Building in a clean and tidy condition after the term of the hiring.
 - f) Shall remove and replace all rubbish in the places so provided in the Building.
 - g) Shall at the conclusion of the function/session turn off all electric light and power appliances other than those specifically designated to remain untouched.
 - h) Shall at the conclusion of the hiring lock all doors, close all windows and return the keys of the Building to the previously designated person/place.
 - i) Shall not, unless with the prior consent of the Committee, serve alcohol in or about the Building.
 - j) Shall not, unless with the prior consent of the Committee, permit any person to bring alcohol into the Building.
 - k) Shall report any damage of defacement to the previously designated person.
9. The Committee of Management shall keep a Register Book of true record of all hiring/s showing the following information:
 - Date and term of hiring
 - Hirer's name and address
 - Name and address of person responsible
 - Nature of function, and facilities used
 - Property and equipment hired with the Building
 - Hiring fee
 - Deposit/s required
 - Date/s of payment and amount/s paid
 - Details of any damage done
10. Every person who does, permits, or suffers any act, matter or thing contrary to any of these By-Laws or commits or permits any breach or neglect thereof, may be liable to a penalty not exceeding three hundred dollars (\$300.00) for every such offence, and may abrogate the right to further/continued use of the building.
11. The Committee reserves the right to grant a remission of all or any part of hire charges to any non-profit making, charitable, cultural or educational organisation.