



coastcommunity
church

senior pastor

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church office

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Room Booking Agreement

Thank you for expressing your interest in booking a room at the Bensville Ministry Centre.

By booking a room you agree to the following conditions:

1. You agree to accept the facility as it is found. The Bensville Ministry Centre facilities are cleaned on a Saturday morning by a team of volunteers, the building is used during the week and although it is expected that each group who uses the facility is responsible for cleaning & tidying up after their use, on occasion this is overlooked so it is up to the booking party to allocate time prior to the booking/event to do a quick check that everything is clean and tidy before their scheduled event. This includes the toilets.
2. Please leave the facility better than you found it. Cleaning supplies can be found in the Kitchens in both the Greenhouse and the Main Hall there are also vacuum cleaners in both building. Please ensure that all furniture is placed back the way it was found. Empty bins, wipe down benches and surfaces etc.
3. Only use the room you have booked.
4. The Bensville Ministry Center is a "Dry Venue" with no alcohol to be stored or consumed onsite without special consent from the Church Leadership Team and is in accordance with our DA requirements.
5. Use of the Key- If you access the building using the shared key please make sure it is returned to the key safe immediately after unlocking the door and again after locking up. It is possible that others may need to use the key to access other areas of the building while you are using the facilities.
6. Report any damage to the Church Office as soon as possible.
7. Noise- Please consider our neighbors and be respectful of others who may also be using the building by keeping noise to a minimum. There is to be no noise amplification after 10pm and no external (outdoor) noise amplification at any time.
8. If you are last to leave the premises please make sure the lights (internal and external) are switched off and all windows and doors are secure even in the rooms you have not used or booked.
9. Your room booking applies to the space only. If you require use of any other equipment it must be listed on your booking form for approval. This includes but is not limited to: PA/AV equipment, chairs, white boards, KidsConnection resources and equipment, Youth resources and equipment, tea and coffee facilities.
10. The Ministry Team reserves the right to change or cancel a booking should the facilities be required for a Ministry of Coast Community Church lead by an employed Pastor. If possible we will endeavor to offer another room or alternative date.