

APPENDIX 2

Glen Waverley Uniting Church (GWUC) Hall.

GWUC CONDITIONS OF USE

The following points are extracts from the document provided to U3A Highvale (Hirer):

USE OF BUILDING

The parties agree that for payment of the hire fee, the User and all persons acting on behalf of the User shall have the non-exclusive right to use and occupy the hired area for the User's permitted use for the term on the agreed days at the agreed times, on the conditions of use as set out below.

e) comply with all rules or directions of the Church's representatives as notified to the User from time to time, including any safety rules or evacuation plans in existence or licence obligations which form part of this agreement, including but not limited to the cleaning and sanitizing requirements annexed as Annexure B;

f) provide a safe environment to its guests, patrons and employees;

g) in accordance with Government regulations and Uniting Church in Australia guidelines on social distancing, ensure room occupancy limits as displayed on room entrances, are adhered to at all times;

h) keep the hired area in a clean and tidy condition, comply with safe food handling and hygiene procedures identified in the kitchen, clean up spillages and place all refuse in the rubbish bins provided. The Church may charge additional cleaning fees of \$50-\$80 if the premises are not cleaned as stipulated;

l) avoid any action which is contrary to the Church's mission, reputation or activities in the community;

m) avoid any action which would cause damage or allow damage to the hired area or other Church property.... Should any damage occur for any reason during the User's occupancy or use under this hire agreement, the User shall notify the Church as soon as practicable and pay on demand the reasonable costs of such damage or loss;

r) follow these procedures regarding the use of decorations:

ii) nails, pins, drawing pins or other fastenings are not to be driven into or affixed to walls or woodwork and adhesive tape is not to be used to fasten or affix items to any wall, window, woodwork or curtains;

s) leave the hired area securely closed and locked with all lights, heaters and other appliances turned off or as otherwise directed by the Church. Failure to do so may incur an additional charge at the Church's discretion.

Annexure B

1) The User will ensure that all its employees, agents and invitees will use hand sanitizer provided by the Church prior to entering the hired area and ensure its use by such persons at suitable intervals during the occupation of the area.

2) The User will clean and disinfect all contact surfaces and points with an appropriate cleaning agent for the surface or material at the conclusion of each session of its use of the hired area. All chairs, tables and benches, door handles, push plates, switches and buttons, handrails, dispensers, sinks, taps and faucets MUST be cleaned and sanitized. Glen Waverley Uniting Church will supply all products required for this cleaning and disinfecting regime.

3) In the event of an agent, attendee, employee or invitee of the User having been confirmed as a positive case of COVID-19 during the period of use of the hired area or if deep cleaning is required as a result of the hire by order or directive of a Government authority; the User will be responsible for the cost of a deep clean of the hired area by a professional and suitably trained cleaning contractor in line with either direct DHHS advise or the DHHS document "How to clean and disinfect after a COVID-19 case in non-healthcare settings (Information for cleaners, business owners, managers and individuals) 19 September 2020"

<https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-after-covid-19-case-non-healthcare-setting-doc>