

COMMUNITY MEETING PLACE RULES

Updated: March 2020

Preamble:

The Meeting Place, consisting of the Hall, the Art Studio and the communal area surrounding those buildings, are there for the use of the Green Place Community residents, their families and friends.

The Owners Corporation manages these facilities. The OC are obliged to follow the EPA (Environmental Protection Agency) regulations that apply across Victoria, and to meet all State and Federal laws pertaining to the operation of the OC as well as the Planning restrictions imposed by the Nillumbik Council.

These additional rules / guidelines for the Community Meeting Place are written under 13.4 of the OC rules which entitle us to develop rules for the use of the Community Centre and Art Studio as long as they are consistent with the OC rules.

In doing so, we are able to provide a valuable space for the following;

- Official meetings such as the Annual General Meeting, Owners Corporation General Committee Meetings and sub-committee meetings.
- Organised gatherings of residents such as the Monday Night Knitting Group, the Games Group, Social Dinners, Solstice gatherings and community dinners.
- Special Holiday gatherings.
- Functions initiated by individual residents which may include family and friends.
- Spontaneous Get-togethers.
- Use of the Art Studio.

GUIDELINES FOR USE OF THE COMMUNITY CENTRE

- Only Lot Owners may place a booking for use of the centre. Booking applications will be denied where OC fees arrears exceed 180 days.
- All residents will be provided with the access code.
- Nillumbik Council permission to build and operate the Meeting Place required an agreement that includes:
 - a maximum of 50 people at any one function
 - Provision of 1 designated parking spot for people with disabilities.

- The Communal space is closely surrounded by residents so consideration must be made regarding disturbance to their peace with regard to excessive noise or disruptive activities.

APPLYING FOR A BOOKING

- Use of the Meeting Place is for residents and their guests only. It cannot be used for commercial purposes or by outside organisations.
- A Private booking of the Meeting Place cannot exclude community residents from accessing the external space if they so require.
- Permission to have alcohol at a private function must be obtained from the Owners Corporation when submitting the booking form.
- Parking is at a premium so guests must park on Railway Parade or on the hosts' lot with the exception of dropping off or picking up a disabled person.
- The booking form must list all of the requirements for the function.
- The resident making the application is responsible for any damage that may occur during the function.
- A booking for a teen or young adult function must consider the need for:
 - 1) Adequate adult supervision
 - 2) Notification to the local Police in case of gate crashers.
 - 3) Alcohol restriction and control
 - 4) No Drugs
 - 5) Loud Music impacting on community residents.
- The host of the function is responsible for ensuring that the premises, including the toilet, and are left clean, all rubbish is removed and tables and chairs are left in an organised fashion.
- Decorations can only be attached using masking tape. Under no circumstances are staples, drawing pins or Blue-Tack to be used. Nor any fixings applied to the outside walls.
- All decorations must be removed when cleaning the Centre.
- All appliances must be left clean and NO food to be left in the Centre.
- A list of cleaning requirements can be found in both the main centre and the toilet area.

- The Hall and surrounds are a designated NON SMOKING areas.
- Bookings will be considered on a 'first in' basis unless discussion is required considering the applicants frequency of use of the centre.
- Any function must conclude at a reasonable hour in order to limit the disruption to adjoining residents.
- There is to be no cooking inside the Hall, however heating in a microwave is permitted.
- The use of the BBQ's, fire pit or Pizza Oven requires the equipment and surrounding area to be left clean by mid morning of the following day.
- The pizza oven can only be used outside the building and must be returned inside after use.
- Utensils for the use of the outside equipment are not provided.
- As the BBQ is gas fired, please notify the OC if the main bottle is empty and the spare has been used.
- Children are to be supervised by an adult when using the facilities, including the Art Studio.
- The OC rules require that pets are kept on a lead in the open area and are not to enter the Hall.
- The OC may need to cancel a booking should there be a Code Red or Extreme Fire Danger day.
- Should there be an accident or an incident in the Centre, please notify the OC.
- Ensure that the lights and air conditioning are switched OFF and that all doors, including the toilet door are LOCKED.
- Fund Raising Events hosted by a resident / lot owner, must be applied for and proceed through the normal approval process. All village members are to be invited.
- Should the unlikelihood of a dispute arise, the following procedure was adopted at the AGM.
 1. We adopt the Model Rules – Dispute Resolution
 2. That the Committee of Management also forms the Owners Corporation Grievance Committee.
 3. That the Manager be authorised to represent the Owners Corporation at any VCAT hearing.