



RANUI COMMUNITY CENTRE

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RULES AND REGULATIONS

1. All ENQUIRIES & BOOKINGS are to be made through the office between the hours of 9am to 3:30pm. All payments are to be made in advance.
2. Anyone can be a MEMBER for a nominal fee payable yearly at the office. Membership forms to be collected from the office.
3. SMOKING inside the building is STRICTLY FORBIDDEN.
4. Consumption of ALCOHOL inside the building is STRICTLY FORBIDDEN.
5. NOISE is to be KEPT TO A MINIMUM. Consideration of other user groups and the neighbours is to be adhered to at all times. Please leave the premises after use promptly.
6. CHAIRS & TABLES are available for use and are to be returned to where they came from.
7. TOILETS are to be checked and flushed after group has finished.
8. KITCHEN is only available when not in use for café or cooking lessons. Each group is responsible for its own mess. Tea making facilities are still available on request (Urn). It is to be left clean & tidy. Cups and dishes are to be washed and dried and returned to cupboards after use. Stove switches are to be turned off [not main switch on wall].
9. Each group is to supply their own TEA & COFFEE, or leave A DONATION OF 20c for every cup of tea or coffee made.
10. HEATERS & LIGHTS are to be turned off and all windows closed after use. Also make sure the doors are locked when you leave.
11. VACUUM FLOORS when you finish if necessary. Any mess left will be cleaned at the user groups expense.
12. Please take care of the House as you will be responsible for any DAMAGES & BREAKAGES, which will be repaired / replaced at your expense.
13. Any user group failing to abide by these rules may have their agreement terminated at the discretion of the management committee.