

# Venues

U3A Castlemaine has no permanent home; therefore it is necessary to hire premises for classes. With limited operational funds available, it is crucial that this task is approached cautiously.

**1. Only the Course Coordinators or Venues Coordinators are authorised by the Committee of Management to hire Venues.**

2. The venue of first choice is the **Manse room** at the Castlemaine Uniting Church complex. Alternative venues will only be considered if a Course Leader can demonstrate that the Manse Room is unsuitable, or that the alternate venue is more suitable for the course and worth the extra expense. If the hire rate of the alternate venue is greater than our current base rate of \$12.00 per hour, there may be a levy per member per class.

3. All venues, including private residences, must have current public liability insurance cover.

## Venue Allocation Procedure

Applications to run a course are called for following the Annual General meeting held in October each year.

1. Applicants are requested to complete an 'Application to Lead a Course' in the following year. On this form applicants are asked to outline the details of their proposed course and give details of their availability as Course Leader e.g. days and times to conduct classes.

2. The Course Coordinators and members of the Course Coordination Working Group (CCWG) review the Application, and add the course to the proposed course schedule.

3. The course schedule is forwarded to the applicant i.e. intending Course Leader for approval or discussion.

4. Two members of the CCWG will meet with any Course Leader who rejected the schedule and who has not been offered an alternative day and time slot, to discuss alternatives.

5. It is important that a 15-minute break is allowed between classes to allow for packing up and arranging the room by the next group.

### **Alternative Venues**

The Venues Coordinator has details of alternative venues.

## Meeting in Private Residences

The Committee of Management gratefully acknowledges that many Course Leaders and members offer their homes as venues for courses.

Courses may only be conducted in a private residence if the property has current home insurance with adequate liability cover and suitable access. The Course Coordinators will contact the property owner or lessee annually to arrange a visit in order to verify accessibility and confirm the insurance status. The certificate of currency must be sighted and the name of the insurance company and the policy number will be recorded and stored securely and confidentially on the U3A database.

## Changes and Cancellations

**Only the Venues Coordinators or the Course Coordinators are authorised to book venues on behalf of U3A Castlemaine.**

1. If a course, or a session, is cancelled, you must notify the Venues Coordinator as soon as possible.
2. If you need to change the venue for a course or a session, you must discuss this with the Venues Coordinator as soon as possible.
3. Classes are not usually held during School vacations or Public Holidays. If you wish to continue classes during these periods you must notify the Venues Coordinator as soon as possible otherwise it will be assumed that the course has not run.
4. Ensure that all venues are left in proper order at the conclusion of each session, e.g. rubbish removed, whiteboard cleaned, tables and chairs stacked, if appropriate. If you have borrowed a key to open a venue, ensure that it is returned as soon as possible after your class.
5. If the venue allocated to your course is unsatisfactory, contact the Venues Coordinator as soon as possible to discuss the situation.

## Venues and Keys

### **The Manse**

The keys are in the Key Safe to the right of the outside Manse door. You will be given the code for the Key Safe. Please do not share this code with your class members. It is only for Course Leaders. Please make sure the key is returned and the Key Safe locked after your use.

Please ensure that the outside door of the Manse is locked at all times for security reasons. Please do not leave the door open, even if you are inside, or leave it ajar awaiting late students.

If the key cannot be located, report this immediately to the Venues Coordinator or Equipment Officer.

U3A has use of the kitchen in the Manse. There is a U3A cupboard with mugs for our use, and tea etc. is kept in the U3A room.

### **Uniting Church Hall**

These keys are in the Key Safe to the right of the outside Manse door. You will be given the code for the Key Safe. Please do not share this with your class members. It is only for Course Leaders.

Please make sure the keys are returned and the Key Safe locked after your use.

If the key cannot be located, report this immediately to Venues Coordinator or Equipment Officer.

The kitchen in the hall may be used to make tea and coffee for your class participants at no extra cost. However it must not be used for cooking purposes unless it has been booked for your session. There is a separate rental charge of \$20 for kitchen use, other than for providing tea or coffee.

### **Salvation Army**

We have use of the Salvation Army premises all day Tuesday as this is the day the Salvation Army building is closed.

A key and security code is held by one of the U3A Course Leaders who use the premises on a regular basis.

It is the responsibility of Course Leaders using the premises to liaise with one another

regarding responsibility for opening and closing the premises. Closing and locking the premises involves setting the security system only; no key is needed.

**The Forge**

We have arranged for an invoice to be sent to U3A every month. It is not necessary to pay cash at the time of a session as is customary for non-U3A classes at The Forge.

**Leisterville Hall**

Art Workshop Course Leaders are responsible for access to the hall.

**West End Hall**

The contact is Bergin O'Brien, phone 5470 5510. Please note that the toilets are locked and outside the hall; and there is no whiteboard or blackboard in the hall.

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