



**PC Users Group (ACT) Inc.**  
Grant Cameron Community Centre  
27 Mulley Street  
Holder ACT 2611

Phone: (02) 6287 2922  
Fax: (02) 6287 2933  
Web: [www.pcug.org.au](http://www.pcug.org.au)  
Email: [pcug@pcug.org.au](mailto:pcug@pcug.org.au)  
ABN: 94 130 344 129

## Terms and Conditions for Hire of the PCUG Training Facilities by Non-Profit Organisations

Thank you for your interest in the PCUG computer facilities. The information below is current at the date of issue ~ Tuesday, 29 September 2009. This is a working document, and the PCUG committee may amend terms and conditions at any time, without notice. PCUG acknowledge that organisations may have special requirements or considerations, which may be agreed to by negotiation.

### **1. Location:**

- a. The PC Users Group [PCUG] is located on level 2A in the Grant Cameron Community Centre [GCCC] 27 Mulley Street (off Streeton Drive) in Holder. The PCUG Centre is accessed from the front of the building, via the glass doors.
- b. Off Street Parking for the Centre is shared with the other GCCC tenants. There is low traffic activity on weekends, and evenings.

### **2. The Centre:**

The PCUG Centre consists of three main rooms.

- a. The **Office and Members** area (containing general use computers, meeting tables, projector board, tea, coffee, milk and biscuit supplies).
- b. The **Media Room** (containing specialised scanning and media equipment).
- c. The **Training Room** (includes one trainer workstation linked to overhead projector, eleven student workstations, projector board, one fixed whiteboard; one mobile whiteboard; wireless audio amplifier). The trainer workstation is fully functional as a student workstation and can be used by a twelfth student if it is not required for demonstration and projection.

### **3. Membership and Guests:**

- a. The hiring organisation [the Hirer] is deemed a member of PCUG for 12 months (non-profit category), commencing on the day of payment.
- b. Any attendees during the hire are guests and members of the hiring organization. The Hirer accepts responsibility for their guests for the duration of the hire session.
- c. Individual PCUG membership of any guest of the Hirer is not relevant to the hire in any way.
- d. The Hirer will provide their own Trainers.
- e. The PCUG may facilitate locating a Trainer by advertsing the need on behalf of the Hirer.
- f. A list of attendees is to be provided to the PCUG before commencement of the course.

### **4. Fees:**

- a. All fees are inclusive of GST.
- b. A one off non-refundable payment of the membership fee, based on PCUG non-profit organisation membership category, valid for 12 months. Any hire of the PCUG training facilities within the 12 months will not incur this fee again. Full details pertaining to PCUG membership are at [http://www.pcug.org.au/member\\_info/member\\_services.htm](http://www.pcug.org.au/member_info/member_services.htm)
- c. Session Fees of \$50 per hour with a minimum of \$100 shall be payable to the PCUG.
- d. The Session Fees are fixed irrespective of the number of guests attending a session. A maximum of 11 or 12 guests (see 2c above) can be provided with a workstation.
- e. A Security Deposit of \$150 will apply. It will be refunded, less any charges incurred for Cancellation and Re-scheduling (Section 6) and / or Damage and Cleaning (Section 11).



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## **5. Bookings and Confirmation:**

- a. Bookings may be made at any time. Booking well in advance aids coordination and communications between the Hirer and support volunteers.
- b. Bookings are made via the booking form (attached), which is signed to acknowledge having read and accepted the Terms and Conditions. Hire of the training room is deemed as acceptance of these Terms and Conditions.
- c. Confirmation of all bookings is assumed when payment in advance is received.
- d. All fees are to be paid in full at least 2 weeks in advance.

## **6. Cancellation and Re-scheduling:**

- a. If notice of cancellation is greater than two weeks of the booked date of hire, no cancellation fee will be charged.
- b. If notice of cancellation equals or is less than 2 weeks of the booked date of hire, a \$50 administration fee plus Courseware Fees will be charged/retained.
- c. The Training Co-ordinator may waive the Courseware Fees and retain the Courseware for other courses if appropriate.
- d. If re-scheduling of the hire date is required within 2 weeks of the booked date of hire, a \$40 administration fee will apply.
- e. If no additional work is incurred in setting up the Training Room as a result of re-scheduling, the Training Co-ordinator may waive the administration fee in (d) above.

## **7. Insurance:**

- a. Hiring organisations must hold their own current public liability insurance. Suitable evidence of cover and of currency must be provided at the time of payment.
- b. PCUG accepts no responsibility for any damage to or loss of property suffered by the Hirer or their guests during a session.

## **8. Use of Computer Equipment:**

- a. Equipment use by the Hirer is strictly limited to training room equipment only.
- b. Any training software is to be pre-approved by the PCUG Training Co-ordinator. Software may only be installed by the Training Co-ordinator, or his authorised agent.
- c. At least 3 weeks notice is required to allow for software to be installed and tested.
- d. Any software licensing requirements remains the responsibility of the Hirer.

## **9. Refreshments and Convenience Facilities:**

- a. Food and drink are not to be consumed in the Training Room, or near any equipment.
- b. The members meeting area of the PCUG Centre may be used by your guests for discussion and refreshment purposes.
- c. A communal tea-room is located adjacent to the Training Room (accessible via the fire-door). This room contains a ZIP boil urn, small microwave, chairs and tables. Please note this tea-room and its equipment are shared by other tenants of the GCCC.
- d. Toilets are located two (2) doors along the corridor level 2A.
- e. A toilet for the disabled is located on level 1A near the centre stairwell and is accessible via the lift.

## **10. Access to the Centre:**

- a. Centre access will require pre-arrangement with a PCUG volunteer who will assume responsibility for security and alarm procedures at the beginning and end of your session.
- b. The GCCC front doors are secured after hours and all-day on weekends.



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- c. Expected guests can notify their desire for entry via the intercom panel to the right of the main glass doors. This will signal the white intercom phone located on the office desk (next to the fax machine). Lift the handset and identify the guest BEFORE activating the door release (3<sup>rd</sup> button down) on the white entry intercom unit. If the person is not associated with your group, please DO NOT open the door.
- d. Advise guests to use the lift to floor level 2A and proceed to the end of the corridor.
- e. Use of stairwells is not permitted after hours (except in emergency). Wandering around non-specified areas of the building is prohibited, as it may trigger the alarm system.
- f. Alternatively you can post someone at the front doors to open them manually using the green button, until all guests arrive.
- g. It is recommended your guests have the mobile phone number of a person directly associated with the training, in case of unforeseen entry issues.
- h. Authorised PCUG members may access the centre after hours. They will have pre-arranged a swipe card and key, and will NOT be relying on you to let them in. They may access the Media Room or general use computers at any time per PCUG access and booking policies.

#### **11. Damage and Cleaning:**

- a. The Hirer will be responsible for the cost of excessive cleaning, damage or breakage sustained to the property of PCUG Centre or GCCC, arising from want of care, misuse or abuse on the part of the Hirer, guests, servants, agents, contractors or sub-contractors of the Hirer. This includes any person permitted by the client to be on the Centre's premises or otherwise occasioned by any breach or default of the Hirer. These costs are payable within seven (7) days of the submission of an invoice by the PCUG to the Hirer.
- b. Displays or notices may only be attached to existing display boards suitable to the purpose. No adhesive is to be attached to walls without prior approval and nothing must be attached to the projection board.

#### **12. Code of Conduct:**

- a. The Hirer must ensure that activity during the hire is not likely to cause a disturbance or nuisance to adjacent tenants or the public. All noise must be kept to an acceptable level.

#### **13. Emergency Procedures:**

- a. The GCCC is fitted with an automated siren and light warning system.
- b. It is recommended that a nominated officer of the Hirer [fire-warden] familiarises him/herself with available evacuation routes and equipment.
- c. The Muster Point is the CARPARK diagonally adjacent (up the hill) to the FRONT of the GCCC. (*As you exit the GCCC front glass door, turn right to view the Muster Point*)
- d. The nominated fire-warden will guide any evacuation procedures per the direction of:
  - (i) a chief fire-warden if available (via the red emergency com phone – the nearest phone is located adjacent to the fire doors in the same corridor as the PCUG main door);
  - (ii) emergency services officers;
  - (iii) most importantly, via commonsense.
- e. As circumstances permit, the fire-warden should direct all attendees to the evacuation point, and be the last to leave, reporting any circumstances appropriately to the chief firewarden or emergency services officers.

For further information, please contact the PCUG Office Manager, Karen Adams  
on (02) 62872922 during office hours (Mon Tue, Fri, 10am – 2pm) or  
email [training@pcug.org.au](mailto:training@pcug.org.au)



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**Training Room Hire Booking Form**

**[Please complete details below and attach any additional information required]**

Non-Profit Organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

Main Contact for hire: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Hire and Session Times:

(1) \_\_\_\_\_ Times: \_\_\_\_\_ (2) \_\_\_\_\_ Times: \_\_\_\_\_

(3) \_\_\_\_\_ Times: \_\_\_\_\_ (4) \_\_\_\_\_ Times: \_\_\_\_\_

Number of Attendees: (Students) \_\_\_\_\_ (Trainers) \_\_\_\_\_

Public Liability Insurance (proof of cover and currency): \_\_\_\_\_

Software specifications to be loaded: \_\_\_\_\_

**[Acceptance]**

I, \_\_\_\_\_ the authorised Representative of the Hiring Organisation,  
 \_\_\_\_\_ have read and accept the terms and conditions relating  
 to hire of the PCUG Training Facility, including any **mutually** agreed special conditions or amendments to  
 this hire agreement. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[PCUG Office Use]**

Software approved by Training Co-ordinator: \_\_\_\_\_

PCUG member to load software: \_\_\_\_\_ by (date) \_\_\_\_\_

PCUG member responsible for security (name and contact): \_\_\_\_\_

**[Fees]:** (All fees are inclusive of GST)

PCUG Membership: \$ _____	Membership N° _____	Expiry Date: ____/____/____
Number of Sessions: _____	Hours per Session: _____	Session Fees: \$ _____
Security Deposit: \$150.00	Total Payable: \$ _____	Date Paid: ____/____/____

**Payment Method:** [ ] Cash [ ] Cheque (made out to PCUG) [ ] Bankcard [ ] Mastercard [ ] Visa  
 [ ] Direct Credit ( PC Users Group ACT Inc. BSB: 112-908 Account: 127084571 )

**Transaction/Details:** \_\_\_\_\_ **Receipt (MYOB):** \_\_\_\_\_