

## **PREFERRED LOCAL COMMUNITY GROUP**

### **Background**

There are various community groups that have been formed in Cooran and the immediate hinterland areas. Some of these groups are looking for an appropriate venue to hold regular meetings at an affordable cost.

It was resolved, at a recent meeting of the Management Committee of Cooran Memorial School of Arts Inc.(CMSA), that, if a local community group met the criteria set out in ATTACHMENT 1 and obtained the approval of CMSA, it could be a Preferred Local Community Group (PLCG) entitled to have the special terms and conditions set out in ATTACHMENT 2 included in the Hall Hire Agreement, when hiring the Hall for the PLCG.

### **Procedure**

#### **How to apply to become a PLCG:**

1. Check that your group/organisation meets the eligibility criteria in ATTACHMENT 1;
2. Read the Special Terms and Conditions in ATTACHMENT 2;
3. Fill out the Application form in ATTACHMENT 3;
4. Send the Application form to [bookings@cooranhall.org.au](mailto:bookings@cooranhall.org.au);
5. If your group/organisation is approved you will be notified ASAP;
6. If approved, proceed to the website, [www.cooranhall.org.au](http://www.cooranhall.org.au) and download 2 documents, the "Hall Hire Agreement" and the "Special Terms and Conditions for Preferred Local Community Group";
7. Make sure you understand the documents before you sign and return them, follow the instructions in ATTACHMENT A to the Hall Hire Agreement.

### **ATTACHMENT 1**

#### **CRITERIA for Preferred Local Community Group (PLCG)**

1. The organisation/group must **not** be incorporated.
2. The organisation/group must be largely located in Cooran or the immediate hinterland areas of Kin Kin, Boreen Point or Cootharaba.
3. The purpose for the hiring must not be a commercial purpose.
4. The purpose for the hiring must be low risk.

CMSA will determine the outcome of an application in its absolute discretion.

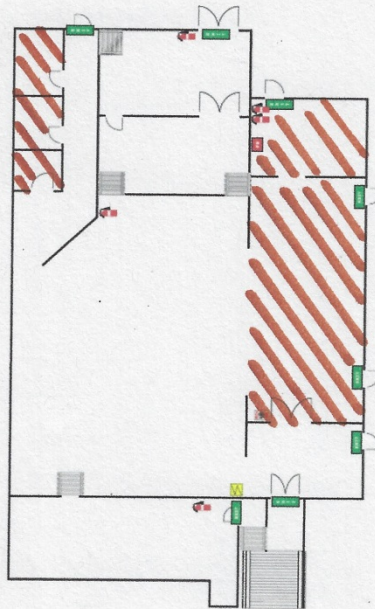
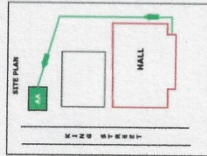
### **ATTACHMENT 2**

## **Special Terms and Conditions**

1. The Hall is for use as a meeting place for the PLCG and for no other purpose.
2. The terms and conditions of the Hall Hire Agreement, without the special terms and conditions applicable to the PLCG will apply to any hiring by the PLCG for a purpose other than a meeting of the PLCG.
3. The Hall may only be used by the PLCG for a maximum of 12 meetings per year and no more than 1 meeting in a month.
4. The days of the week available to be hired by the PLCG are Monday and Wednesday evenings.
5. A hiring by a PLCG is always subject to cancellation by CMSA if required by a hirer who is not a PLCG. If a date is cancelled by CMSA the PLCG will be given as much notice as possible of the cancellation and CMSA will make every effort to provide a suitable, substitute date.
6. No charge will be made for a hiring date cancelled by CMSA when a suitable, substitute date is not available.
7. The cost will be \$5.00 per meeting, regardless of the length of the meeting.
8. The hiring will cover the dining area space only; see hatched area on attached plan.
9. The kitchen is available for tea /coffee making/ light refreshment purposes only.
10. The toilets are available as required.
11. If the air-conditioning system in the Hall is to be used by a PLCG (a request must be made to CMSA at least an hour before the commencement time of the hiring for which it is required – the system must only be activated by CMSA or its approved representative) the fee is \$5.00 per hour in addition to the \$5.00 hiring fee.
12. All other terms and conditions contained in the Hall Hire Agreement will apply.
13. If there is a conflict between the terms and conditions of the Hall Hire Agreement and the Special Terms and Conditions, the Special Terms and Conditions will prevail.
14. CMSA may withdraw the approval of a PLCG at any time in its absolute discretion.

# ATTACHED PLAN

**EVACUATION SIGN and DIAGRAM**  
**COORAN HALL**  
**14 KING ST**  
**COORAN 4569**



FCF - FIRE AND ELECTRICAL  
 0409 307 548  
[www.fcfnational.com.au](http://www.fcfnational.com.au)  
 NOVEMBER 2016

## LEGEND

- EXIT AA ASSEMBLY AREA
- EXIT PATH
- ALTERNATE EXIT PATH
- FIRE EXTINGUISHER
- FIRE BLANKET
- FIRE HOSE REEL
- SWITCH BOARD

### IN CASE OF FIRE

**REMOVE PEOPLE**  
 from immediate danger

**ALERT THE FIRE SERVICE**

- break manual call point
- call 000

**CONFINE FIRE & SMOKE**  
 close doors and windows (if safe to do so)

**EVACUATE**  
 to the ASSEMBLY AREA

### EVACUATION PROCEDURES

**STAGE 1:** Removal of people from the immediate Danger Area

Occupants and staff in the immediate danger area are to evacuate immediately on hearing the fire alarm and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.

**STAGE 2:** Removal to a Safe Area

If the severity of the smoke or fire warrants further evacuation, occupants should be moved through corridors to the safe area.

**STAGE 3:** Complete Evacuation of Entire Complex

Should fire emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the ASSEMBLY AREA.

**STAGE 4:** Roll Call

To be conducted as soon as possible and to ensure all persons are accounted for. Report all missing persons to FIRE OFFICERS.

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.



**000**  
**EMERGENCY**  
 In an emergency dial 000

APPLICATION FORM

PREFERRED LOCAL COMMUNITY GROUP

**Details of Applicant**

Full name of organisation/person/persons:

.....

**President:** *(if applicable)*

Name: .....

Address:.....

Phone: .....Mobile:.....Email:.....

**Secretary:** *(if applicable)*

Name:.....

Address:.....

Phone:.....Mobile:.....Email:.....

**Treasurer:** *(if applicable)*

Name:.....

Address:.....

Phone:.....Mobile:.....Email:.....

**Name of contact person for organisation/group:.....Address:**

.....

Phone: .....Mobile: .....Email:.....

Are you an incorporated body?      Yes/No      *(circle your answer)*

What are the objects of your organisation/group .....

Where are you primarily located? *(e.g. Cooran, Kin Kin Boreen Point etc.)* .....

What is the purpose for using the Hall? *(e.g. Meetings)*.....

What is the purpose for which your organisation/group was set up?

What does your organisation/group do?.....

**Reviewed: February 2019**