

The **Murraylands Skill Centre** (Centre) is an initiative of the **Rural City of Murray Bridge** (Council) providing an environment for businesses and individuals to thrive and connect.

The Centre provides personalised 1:1 career guidance, training pathways and a range of resources, tools, technology, and support for individuals seeking both personal and professional development.

SERVICES AVAILABLE:

- Workstations:
 - Hot desks (1 person)
 - Office (4 people)
 - Training room (20 people)
- Workstations are provided with a desk and chair suitable for maximum capacity
- Free Wi-Fi
- Printing facilities (pay as you go)
- Common areas for networking and connections
- Kitchen facilities including free coffee and tea
- Video conferencing equipment (additional booking required).

Workstations are available for hire through Councils booking system and are on a first booked, first served basis.

Bookings are not guaranteed and are only confirmed upon payment of Hire Fees, acceptance of these After Hour Hire Terms and Conditions, and completion of a Site Induction.

Council reserves the right to cancel or refuse bookings.

OPERATING HOURS:

- Business hours (staff on site): 8:30am – 4:30pm, Monday to Friday (except public holidays)
- After hours (no staff present): 6am – 8:30am and 4:30pm – 11.45pm, Monday to Friday, and 6am – 11.45pm, Saturday and Sunday, persons under the age of 18 cannot access the Centre during these hours.

HIRE FEES:

Hire fees are payable upon booking

Workstation	Hourly	Half Day (6am–1pm or 1pm–11.45pm)	Full Day (6am–11.45pm)	Weekly (7 days)	Monthly (30 days)	Six Monthly (182 days)	Annual (365 days)
Desk	\$10	\$28	\$44	\$224	\$562	\$2,810	\$4,496
Office	\$15	\$50	\$89	\$505	\$1,124	NA	NA
Training Room - Small	NA	\$140	\$281	NA	NA	NA	NA
Training Room - Large	NA	\$196	\$393	NA	NA	NA	NA
Training Room - Extra Large	NA	\$385	\$770	NA	NA	NA	NA
Storage Room	NA	NA	NA	NA	\$449	NA	NA

Note: The fees are endorsed by Council 2023-2024 and are subject to change from time to time in accordance with Councils Fees and Charges.

Note: Additional costs may apply for Training rooms on weekends and public holidays.

GENERAL CONDITIONS:

In accordance with these Terms and Conditions the Hirer and any guests of Hirer agree to the following:

- Maintain confidentiality and respect privacy of other users of the Centre
- Behave in a manner ensuring the Centre is a safe and supportive environment for all
- Use the Centre in accordance to details identified on booking

- Setting up and packing down including returning equipment to its original position is completed inside booking time.
- Noise levels are to be kept to a minimal, as to not disrupt other persons using the Centre.
- Internal traffic to be kept to a minimal and appropriate for a business setting.
- No advertising including signs or notices affixed to the Centre.
- Occupancy numbers in rooms may not exceed the room capacity.
- Booking may not be assigned to another Hirer.
- All personal belongings are the responsibility of Hirer.
- No pets are allowed within the Centre.
- Uphold positive image of the Centre at all times.

AFTER HOUR CONDITIONS:

In accordance with these Terms and Conditions the Hirer agrees to the following:

- Access to Centre is via a Fob key only for areas detailed in booking.
- Fob key is to be issued from the front desk of the Centre upon paying a \$50 deposit.
- Fob key is to be returned to front desk to allocated safety box upon completion of booking, with deposit to be returned to Hirer in office hours.
- Fob key remains the responsibility of the Hirer named on this agreement and must not be passed on to a third person.
- Non returned or lost Fob key will not have deposit returned.
- Access available through rear door only (door adjacent to kitchen) the front door not accessible
- Centre is to be vacated by 11.45pm.
- Additional costs for Training rooms may apply on weekends and public holidays

CLEANING:

- Hirer must keep Centre clean and tidy at all times.
- Prior to booking concluding Hirer must clean and wipe down tabletops, benches and surfaces.
- Remove rubbish and waste to appropriate bins (if excess dispose in appropriate manner at Hirers expense)
- Hirer may be liable for additional cleaning costs if area left in unclean state.

CANCELLATION:

The Hirer must notify Centre staff of cancellation 24 hours prior to the commencement of the booking to receive a refund, cancellation after this time will not be refunded.

Council reserves the right to cancel the booking at any time prior to commencement at its sole discretion, with full hire fee refunded for cancelled time.

CAR PARKING:

Preferred car parking is available on Bridge Street or adjacent Marketplace underground car park.

PROHIBITED:

- Any behaviour which threatens the health, safety or welfare of people or property, is abusive, bullying, harms a person due to their features and attributes (including but not limited to gender, race, age, physical or mental disability, religion) or any form of sexual or physical harassment.
- No substance, material, item or equipment which poses a fire, health or safety risk is to be brought into the Centre - All equipment must be tagged and tested by a qualified electrician.
- Use of internet services to access illegal websites or websites with content which is likely to offend, threaten or harm the health, safety and welfare of other people using the Centre.

HIRE TERMS AND CONDITIONS

The Council reserves its rights to expel any person from the Centre who contravenes the above conditions and/or take any other reasonable action, including suspending or cancelling a person's eligibility to Hire or use the Centre at the sole discretion of the Council.

INSURANCE:

Council accepts no responsibility for the theft, or damages to any of the Hirers belongings.

It is the responsibility of the Hirer to hold appropriate Insurance for their belongings brought to the Centre.

EMERGENCIES:

The Centre Emergency Management Plan is in place and must be adhered to, including but not limited to:

- Checking in and checking out procedures
- Evacuation in case of emergency per Centre staff direction
- All emergency exit doorways and passageways must be clear and unobstructed at all times
- In a medical emergency, first aid will be rendered with the consent of the person
- Duress alarms are positioned through the building and for use in an emergency to contact security
- The Hirer will be inducted into Centre and after hours emergency procedures during the Site Induction.

MONITORING ACCESS AND SAFETY:

- The Centre is monitored via CCTV cameras for the use of creating a safe environment, discouraging unlawful behavior and assist in any potential prosecution.
- The Centre will auto alarm at 12midnight, if any persons remain inside the building at this time security will attend and the individual will be charged for the security attendance and removed from the Centre.
- No items other than Hirers personal items are to be removed from the Centre, any removal of other items will be charged to the Hirer.

RISK WARNING

The Centre is staffed during 8:30am – 4:30pm Monday to Friday (except public holidays). Any after hour bookings are not staffed and therefore use of the Centre can carry with it some risk of safety which may result in personal injury (both physical and psychological) or even death arising out of its use. The types of risks associated with after hour bookings includes:

- Unexpected physical threat or violence from a person upon entering or leaving the Centre, or encountering an intruder within the Centre, or physical threat or violence from another Hirer or guest.
- Tailgating by a person to gain unauthorised entry to the Centre when you are using the fob on entry.
- Fire, flooding or other impact from a severe weather event within or nearby the Centre;

- Blackout or electrical failure while using the Centre.
- Hazards on-site caused by other Hirers or arising after hours.

The Centre has put in place measures to protect the safety of the Hirer or any guests of the Hirer to mitigate the risk to safety from After Hour Use including electronic access through specially issued Fob Key, monitoring and surveillance via CCTV, duress alarms within the Centre, After-Hours Emergency Procedures, and a Site Induction. Before making a booking for After Hour Hire, it is incumbent on the Hirer to ensure that they are fully aware of the risks involved in After hour Hire and have fully understood the emergency procedures and the location of emergency exits, fire extinguishers, first aid kit and duress alarms during the Site Induction.

The Hirer and any guest must also take care for their own safety by ensuring that they remain alert and aware at all times of the presence of any unauthorised person(s) attempting to gain entry to the premises or acting suspiciously around the premises and contact the police or activate the duress alarm immediately if they are concerned for their safety. The Hirer and any guest must not engage in any activity or bring any substance or item onto the premises which poses a fire or other hazard.

RELEASE INDEMNITY:

I agree to and unconditionally release, waive, discharge and indemnify the Council and any of its employees, agents, volunteers, directors or officers to the fullest extent permitted by law against all actions, claims, demands, losses, damages, proceedings, compensation, costs, charges and expenses for which the Council shall or may become liable for loss or damage to any property, or injury or death to any person (including the Hirer or their guests) arising from or in connection with the After Hour booking and the use of the Centre by the Hirer or their guests except that the indemnity is reduced proportionally to the extent that any loss, damage, injury or death is caused or contributed to by any breach of duty or negligent act or omission on the part of the Council or any of its employees, agents, volunteers, directors or officers.

WAIVER:

The Council shall not be liable for any interruption or error in the performance of the services offered under these Terms and Conditions.

The Hirer waives all liability against the Council for any claims arising from such disruption of services, specifically, any telecommunication utilities at the Centre.

ASSOCIATED DOCUMENTS:

In accordance with these Terms and Conditions the Hirer agrees that they are aware of and will comply with the following documents:

- After Hours Site Induction and Acknowledgement
- After Hours Security Call Out.

Note: Council reserves right to alter these Terms and Conditions from time to time.

By signing this document, the Hirer accepts the Terms and Conditions for the duration of the booking.

Full Name:

Business Name (if applicable):

Address:

Email:..... Signature

Dated on this: _____ day of _____ 20_____