



## Terms of Conditions for Valley Project Community Rooms 2024

Please read these instructions carefully so that you fully understand your responsibilities. Failure to comply with these rules may result in you being unable to book rooms at The Valley Project.

### Hours

Reception is staffed Monday to Thursday 9am- 2pm.

Out of hours are all other times. **If you need to access the meeting rooms outside of these hours you will need to organise a lock box code with reception staff.**

Email: [reception@northeastvalley.org](mailto:reception@northeastvalley.org).

### Location

The Valley Project is adjacent to North East Valley Normal School. 262 North Road, Ōtepoti

There are limited parks available on site for room bookers, otherwise there is on-street parking.

### Security

When you use a room, **you are responsible** for building security, even if Valley Project staff are present in another part of the building.

Please ensure that all internal and external doors are locked behind you, at the end of your booking.

- External doors are soon to be fitted with digital locks, when you leave the building switch the inside tab to the locked position, check the handle on the outside to ensure it is locked.
- Lock the internal door to the toilets with the key provided.
- You will be given a code for the external digital locks- this must not be given to anyone else.
- All damage or loss must be reported to reception
- The use of alcohol will be negotiated according to the type of function, and licensing laws.

- All hazards must be reported to reception.
- Doors at all times need to be locked when exiting the building or you could be held liable for leaving the building unlocked, or any theft that may occur as a result

### **Checks to do when leaving the rooms**

1. All lights and heaters are turned off
2. Your dishes are washed and put away
3. You've left the room neat and tidy, and cleared any rubbish and vacuumed the floor
4. Tables and furniture removed are returned to their place of origin
5. Let reception know if any issues/problems to report
6. Take your belongings with you
7. Ensure no unauthorised people are still in the building
8. Ensure doors and windows are locked when you leave

### **Getting into the building after hours**

You'll need a code to enter the building. This can be made available when booking the rooms. Email [reception@northeastvalley.org](mailto:reception@northeastvalley.org) to organise the code.

Keys are only issued for specific areas of the building. You will only be able to access the room hired and toilets.

Failure to observe the security requirements may result in no longer having access to The Valley Project Community Rooms after hours.

Lost keys will be charged for at the cost of replacement.

### **Fire evacuation procedures**

Read the Fire Notices posted around the building.

Let meeting attendees know where the emergency exits are and what to do in the event of an emergency.

In the event of fire

1. Notify others of the fire by activating the fire alarm.
2. Please call 111 and report the fire.
3. Move directly to the car park via the exits in each room.
4. The meeting place is by the painted Valley Project sign at the edge of the ;carpark.
5. If your booking is during Valley Project office hours Fire Wardens will provide information, follow their instructions. Let them or the Fire Service know of any concerns.

6. If out of hours contact our chair James Sutherland on 027-3978909, to advise of fire, after first calling 111.

Maximum number of users in each room is:

Fred Hollows 30

Te Pūtaka 10-15

Quiet Room 5

Please do not exceed these numbers, it is for your own safety.

### **Other Emergencies**

In the event of an emergency please call the emergency services on 111.

If the emergency services aren't needed call the Valley Project Chair James Sutherland on 027-387-8909.

### **Facilities**

Each room has a kit with a cloth and cleaning spray.

There is hot water on tap available in the kitchens in the rooms. Mugs, glasses, and crockery are also available in each room. The quiet room has access to the Te Putake space kitchen.

Tea, coffee, sugar and (cow's) milk are supplied by The Valley Project and are part of your room costs.

There are washing facilities in both rooms and dish racks and tea towels to dry the dishes. Please do not leave any dirty dishes in the rooms. Dirty dishes are the responsibility of the room user. Failure to clean the dishes will result in cleaning charges.

Toilets are located between the Te Putake and Fred Hollows rooms. There is also an accessible toilet and shower that is available to use as well.

Please take care of any equipment you use. Only use whiteboard markers for the whiteboards.

You can hire a projector from us, or use the inbuilt TV system.

If you find anything that is not working or needs attention please let us know.

## **Rubbish and Recycling**

If you generate large amounts of rubbish please remove it when you leave. If we have to clear it we may charge you for that.

Dunedin City Council rubbish bin, and recycling bins are located at the back of the building, please empty your waste into the appropriate bins.

## **Fees/Charges**

Booking rates are:

Fred Hollows and Te Pūtake \$25 per hour

Quiet room \$15 per hour

Fees can be paid in cash at reception or via bank transfer, or an invoice will be sent to you for payment within 7 days.

A booking that is cancelled within 5 working days of your booking time is still payable in full. We are able to provide credit on changes to bookings if you give 5 working days notice, but are unable to provide a refund.

A concession rate may be available, at the discretion of The Valley Project Manager.

## **Catering**

We don't offer catering but can help you find local suppliers, just ask!

## **Noise**

Please keep noise to a reasonable level.

## **Emergency**

In the event of an emergency please call the emergency services on 111.

If the emergency services aren't needed call the Valley Project Chair James Sutherland on 027-387-8909.

## **Wifi**

Guest WiFi is available with a password. The internet does turn off late at night.