

HAWKESBURY AREA WOMEN AND KIDS SERVICES COLLECTIVE
THE WOMEN'S COTTAGE

Policy for Cottage Use by Outside Groups

Principle

The Hawkesbury Area Women and Kids Services Collective welcomes all women who live work or study in the Hawkesbury, women's groups and organisations who work with women, to enter and use the cottage. While the Cottage aims to provide a safe and friendly environment, organisations and groups need to take full responsibility for activities they run at the cottage.

Policy

The Hawkesbury Area Women and Kids Services Collective require individuals or groups who use the cottage to be covered by their own public liability insurance and or professional indemnity insurance where applicable. When considering an application by a group, organisation or individual to use the premises management may consider the compatibility of the applicant with Cottage philosophy and principles.

The use of the cottage is open to individual women, women's Groups or organisations that work with women, groups that include men (such as parenting groups) may be considered for after hours use by Hawks management under special circumstances.

Procedure

All users of the cottage must sign the Key Contract.

Women's Groups who wish to use the cottage as a venue to meet are welcome to do so under the following conditions:

1. Applications to use the building are to be made to the Collective and the group or individual must show proof of their insurance.
2. There may be a fee for using the Cottage. This fee is 15% of the fees charged by the group leader or as negotiated with the Collective prior to the commencement of the group. If no fee is charged to group participants we ask for a donation towards cost of utilities each time the Cottage is used.

3. The Office, computer, files and telephone are not included in the use of the Cottage and are not available for use.
4. It is the responsibility of the person arranging to use the Cottage to ensure that no damage is done and that the building is secured and all lights and air - conditioners are switched off before leaving the Cottage.
5. The key is not to be copied or made available to any other person or group.
6. Should the key be lost or misplaced the Cottage is to be advised immediately.
7. Access to the Cottage is restricted to the times and dates arranged with the Collective.
8. Consumables, tea, coffee, milk, food etc, are not included in the use of building.
9. The key will returned within 7 days of the final group meeting.
10. The Women's' Cottage is in no way responsible for the content, conduct or organization of the group.

Day & Date(s) of:- Use the Women's Cottage *weekly/ monthly/ as negotiated*
Times being

I have read and understood the above conditions and agree to abide by them.

Name:

Signed:

Date:

Key No:

Signed:

On behalf of HAWKS