



Kingston Gardens Community Church

The Salvation Army Kingston Gardens Community Church is one of The Salvation Army's networks of attractive and comprehensive Community Centres.

Come along and have some fun and make **full** use of the wonderful facility that we are offering you.

The Centre provides a place to meet and make friends. It provides a venue for youth, local groups and clubs for their meetings. It offers comfortable meeting rooms, a main auditorium, recreation room, and a fully equipped kitchen. The Centre is available for community use, conferences, regular bookings, weddings and receptions. It is situated by a beautiful lake at Unit 13, 12-16 Garden Boulevard, DINGLEY VILLAGE.

We have an open door policy, so why don't you call in and have a coffee and chat. We welcome your comments and would love to meet you. If you have any ideas for new activities at the Centre please do not hesitate to contact us.

Hope to see you here soon.

THE SALVATION ARMY KINGSTON GARDENS COMMUNITY CHURCH General User Information

The following information is designed to assist you, the user to be aware of the Facilities requirements for use of the facility.

We want the facilities to be a warm, friendly and supportive environment, where people feel welcome and one that will provide a sense of belonging to the community.

The Facilities is “Smoke Free” and also “Alcohol Free.” This is in line with The Salvation Army Policy.

The facilities are available for community use. We encourage people to be respectful of other people or groups using these facilities.

Location

The Salvation Army Kingston Gardens Community Church is located at:

Address: Unit 13,12-16 Garden Boulevard, DINGLEY VILLAGE. 3172.

EMAIL:corpsofficer.kingstongardens@aus.salvationarmy.org

Web Address www.salvationarmy.org.au/kingstongardens

The Centre is open:

Tuesday, Wednesday and Friday 9:30am - 3:00pm

Phone: 9558 2045 Fax: 9258 3637

Mobile: 0408 991 334

Bookings

Bookings can be made during office hours on the above number or a message can be left on the answering machine.

Application forms can be downloaded from the website.

Insurance

All organisations need to provide information about their current Public Liability Insurance before hiring the facilities.

Electrical Equipment

Users may bring their own electrical equipment to be used, but it must meet safety standards and be tagged with electrical testing information to prove it meets the standards necessary. No portable or bar heaters to be used on floor.

Security Alarm

The facilities is protected by a security system. The security system records people entering and leaving the building. It is essential to arm the security system when your group departs the facilities.

Locking Up

It is each group's responsibility to ensure that all doors are closed and locked, and lights (particularly the toilets) are off.

Cleaning

The facilities has three vacuum cleaners, a broom and a mop available from the cleaning room off the mens toilets

Please assist us to keep the area clean by wiping up spillages as they occur and leaving the facility/rooms as you find them.

Building Problems

All building problems or damage to the building (for example, leaking taps) should be reported on the Building & Maintenance folder located at Reception Desk.

Meeting Room

This room can be used individually for meetings of approximately thirty – five people. Equipment available for use within the rooms includes chairs, tables, piano and white boards.

Equipment available on request includes: Overhead Projector and portable data projector, DVD/VCR player. This equipment needs to be booked through the corps officer.

Equipment such as crockery, cutlery, urns and other catering items are available. Please advise corps officer when making bookings. Any breakages to the equipment will be charged to the hirer. Breakages can be recorded in the Maintenance folder located at Reception.

Following use of facilities each group is required to return furniture to spaces allocated, remove rubbish and clean area ready for the next user. Chairs should not be stacked more than three high.

Please ensure that your booking provides sufficient time to allow for set up and clean up to avoid delays for the next group. This will enable better management of your hiring of the areas and avoid overruns.

Kitchen

There are two kitchens. A non-commercial smaller kitchen and the other a large commercial kitchen.

If you wish to store items in the refrigerator, please put your name on each item. All groups are welcome to use any other equipment in the smaller kitchen. Each group is responsible for making sure that the dishes they use are cleaned and put away.

- (a) The floor of the kitchen needs to be swept and mopped (mop and broom in cleaning room) following usage.
- (b) After events, bins will need to be emptied of all rubbish and placed into the wheelie bin near the cleaning equipment off the Industrial kitchen. Replacement bin bags available on top of the fridge in the small kitchen.
- (c) Food scraps left inside may attract unwelcome visitors.

Abide by any instructions indicated by the National safety Data Sheet (MSDS).

Recreation Room

The Recreation room up-stairs can hold a maximum of fifty people. This is a large space with a kitchenette. This room also needs to be booked and a fee applies.

First Aid

First Aid Kit is located in the Industrial kitchen. It is important that we record every accident and can be recorded on an "Accident Report Form" located with the First Aid Kit. If supplies from the Kit are used, please record the type and quantity of the stores used on the form provided. This is to ensure that all the contents are available in the event of an emergency. You will also need to record the information in your exit report form.

Communication

Communication plays a vital role in resolving difficulties between groups as they occur. Other groups are often unaware that you are experiencing difficulties, and unless you communicate they cannot be resolved.

We welcome your ideas, concerns, suggestions, comments or complaints.

THE SALVATION ARMY KINGSTON GARDENS COMMUNITY CHURCH Grievance and Disputes

In the event you have a grievance or dispute the following steps should be taken:

1. Talk to the person or persons involved. Communication often solves many problems.
2. If this fails to achieve the desired result please talk to the Corps Officer. They may be able to act as mediators or put you in contact with the correct person to handle your concerns. If you are in dispute with the Corps Officer you should go to step 3.
3. If you are not happy with the outcome you may put your complaint in writing to the Leadership Community (Corps Council/Elders), who can discuss it on your behalf. The Salvation Army Kingston Gardens Community Church, Unit 13, 12-16 Garden Boulevard, Dingley Village. 3172.

NB: THIS IS A LAST RESORT. EVERY EFFORT SHOULD BE MADE TO RESOLVE THIS DISPUTE AT THE LOCAL LEVEL.

If all steps are exhausted and you still are not happy with the outcome you may take the matter to the Divisional Commander. The Salvation Army Eastern Victoria Division PO Box 220, MITCHAM. 3132
It would be appreciated if you kept the Corps Officer informed of your intentions as your actions may affect other Centre Users.

THE SALVATION ARMY KINGSTON GARDEN COMMUNITY CHURCH Security Procedure

- All exit doors & windows closed and locked
- All Blinds closed
- Secure building alarm
- Lock entrance/exit door if last to leave

CLEAN UP PROCEDURE

- Remove all rubbish from bins and transfer to wheelie bin located off the Industrial kitchen. All new bin liners found on fridge in smaller kitchen.
- Wipe tables, chairs and benches that have been used.
- Place all equipment back in the place that you found it.
- Ensure all dishes and equipment are washed, cleaned and returned to its storage place.
- Clean appliances used.
- Sweep/mop/Vacuum floors as necessary.
- For toilets ensure they are clean and tidy and rubbish removed. All taps turned off and ensure replacement toilet paper are provided as necessary.
- Report any building/equipment problems or breakages in building maintenance folder.
- Turn off the Lights, Air Conditioners if used.

**THE SALVATION ARMY
KINGSTON GARDENS COMMUNITY CHURCH
Statement of Action in Event of Fire**

Any person detecting a fire should:

- Alert persons nearby and request assistance.
- Contact emergency services (000), if necessary. Emergency numbers are displayed by all telephones.
- Evacuate if necessary, closing doors to confine fire.
- Evacuation point is located on map near Small kitchen door on wall.
- Use fire extinguishers or fire blanket. ***ONLY if safe to do so and the fire is small enough to contain.***

During business hours, the Officers of the Salvation Army Kingston Gardens Community Church, or open door volunteers if they are present at the Centre, should:

- Determine the nature of the emergency and initiate action required to safeguard persons, then property.
- Telephone emergency services (000) and confirm alarm has been received.
- Follow emergency evacuation procedures and safe fire fighting techniques.

After business hours at the Salvation Army Kingston Gardens Community Church, the group leader should:

- Determine the nature of the emergency and initiate action required to safeguard persons then property.
- Telephone emergency services (000) and confirm alarm has been received.
- Follow emergency evacuation procedures and safe fire fighting techniques.
- Contact the Corps Officer on 9551 0410 or 0408 991 334.