

TRINITY UNITING CHURCH - DANDENONG

STATEMENT OF OBLIGATIONS AND RESPONSIBILITIES ASSOCIATED WITH THE USE OF CHURCH PROPERTY

1. Maintain a current Public and Products Liability Insurance Policy and Umbrella Liability Policy for an amount of not less than \$10,000,000 (ten million dollars) for any one occurrence or in the aggregate with regards to product liability, which must indemnify the Dandenong Uniting Church and cover any damage that your group may do to any of the buildings or property on the site. The policy must also indemnify the church for any claims for damages as a result of a personal injury that may be suffered by a user attending the site;
2. Ensure that all lights, fans, stoves and microwave ovens, heaters, water taps etc are turned off before you leave the property;
3. Ensure that all doors and windows are properly secured before you leave the premises. Doors that are locked must remain locked, especially those that give access to the Church and Fellowship Area. When halls are in use, these areas must not be accessed, except in the case of emergency evacuation;
4. Any furniture that is moved should be returned to the hall or area from which it was removed and tables and chairs left neatly. The folding chairs in Jennings Hall are to be stored on two walls, not just the rear wall;
5. The practice of boiling water in kettles, ums and the like outside of designated Kitchen areas is expressly forbidden;
6. Ensure that the buildings which you are using is free of all tripping hazards and overhead electrical leads;
7. Maintain all church property in a clean and safe condition for all users at all times. Ensure that toilets, kitchen areas and floors are properly cleaned and all rubbish removed from the property, unless arrangements are in place for garbage disposal.