

Venues

U3A Castlemaine does not own any buildings, therefore it is necessary to hire premises for classes. With limited operational funds available, it is crucial that Class Leaders are vigilant in advising the Venues Coordinator **when the venue is not going to be used**, otherwise a charge will continue to be levied against the venue. The venue must always be left in a **clean and tidy condition** after each class.

- 1. Only the Class Coordinator or Venues Coordinator are authorised by the Committee of Management to hire Venues.**
2. The venue of first choice is the Manse rooms at the Castlemaine Uniting Church complex. **This is by far the cheapest option for our U3A.**

Alternative venues will only be considered if a Class Leader can demonstrate that the Manse Rooms are unsuitable, or that the alternate venue is more suitable for the class and worth the extra expense. If the hire rate of the alternative venue is greater than our current base rate of \$12.00 per hour, there may have to be a levy per member per class.

3. All venues, including private residences, must have current public liability insurance cover. In the case of private residences, details of this insurance must be supplied to the Venues Coordinator each year.

Venue Allocation Procedure

Applications to run a class are called for in the middle of the year.

1. Applicants are requested to complete an 'Application to Lead a Class' in the following year. On this form applicants are asked to outline the details of their proposed class and give details of their availability as Class Leader e.g. days and times to conduct classes and what equipment is required to run the class.
2. The Class Coordinators and members of the Class Coordination Working Group (CCWG) review the Application, and add the class to the proposed class schedule.
3. The class details as entered into MyU3A are forwarded to the applicant i.e. intending Class Leader for approval or discussion.
4. Two members of the CCWG will meet with any Class Leader who rejects the class schedule and who has not been offered a suitable alternative day and time slot, to discuss alternatives.
5. It is important that a 15-minute break is allowed between classes to allow for packing up and arranging the room by the next group.

Alternative Venues

The Venues Coordinator has details of alternative venues.

Meeting in Private Residences

The Committee of Management gratefully acknowledges that many Class Leaders and members offer their homes as venues for classes.

Classes may only be conducted in a private residence if the property has current home insurance with adequate liability cover and suitable access for members. The Venues Coordinator will contact the property owner or lessee annually to arrange a visit in order to verify accessibility and confirm the insurance status. The certificate of currency must be sighted and the name of the insurance company and the policy number will be recorded and stored securely and confidentially on the U3A database.

Changes and Cancellations

Only the Venues Coordinator or the Class Coordinator are authorised to book venues on behalf of U3A Castlemaine.

1. If a **class, or a session, is cancelled**, you must notify the Venues Coordinator as soon as possible as otherwise charges will still be levied against the Venue being used.
2. If you need to change the venue for a class or a session, you must discuss this with the Venues Coordinator as soon as possible.
3. Some classes continue to be held during school vacations and/or Public Holidays. If you wish to continue classes during these periods you must notify the Venues Coordinator as soon as possible, otherwise it will be assumed that the class has not run.
4. Ensure that all venues are left in proper order at the conclusion of each session, e.g. rubbish removed, whiteboard cleaned, tables and chairs stacked, blinds closed if appropriate. If you have borrowed a key to open a venue, ensure that it is returned as soon as possible after your class.
5. If the venue allocated to your class is unsatisfactory, contact the Venues Coordinator as soon as possible to discuss the situation.

Venues and Keys

The Manse

The keys are in the Key Safe to the right of the outside Manse door. You will be given the code for the Key Safe. Please do not share this code with your class members. It is only for Class Leaders. Please make sure the key is returned and the Key Safe locked after your use.

Please ensure that the outside door of the Manse is locked when leaving and there are no U3A members inside. If the key cannot be located, report this immediately to the Venues Coordinator or Equipment Officer. U3A has use of the kitchen in the Manse. There is a U3A cupboard with mugs etc for our use. Tea & coffee etc must be provided, if wanted, by the relevant class members when they have a class.

The Octopus

The key is in the Key Safe located towards the rear of the building, on the right hand side. Please do not share this code with your class members. It is only for Class Leaders. Please make sure the key is returned and the Key Safe locked after your use.

Uniting Church Hall

These keys are in the Key Safe to the right of the outside Manse door. You will be given the code for the Key Safe. Please do not share this with your class members. It is only for Class Leaders. Please make sure the keys are returned and the Key Safe locked after your use. If the key cannot be located, report this immediately to Venues Coordinator or Equipment Officer. The kitchen in the hall may be used to make tea and coffee for your class participants at no extra cost. However it must not be used for cooking purposes unless it has been booked for your session. There is a separate rental charge of \$20 for kitchen use, other than for providing tea or coffee.

Salvation Army

We have use of the Salvation Army premises all day Tuesday as this is the day the Salvation Army building is closed. A key and security code is held by one of the U3A Class Leaders who use the premises on a regular basis. It is the responsibility of Class Leaders using the premises to liaise with one another regarding responsibility for opening and closing the premises. Closing and locking the premises involves setting the security system only; no key is needed.

The Forge

We have arranged for an invoice to be sent to U3A every month. It is not necessary to pay cash at the time of a session as is customary for non-U3A classes at The Forge.

Leisterville Hall

Relevant Class Leaders are responsible for access to the hall.

PLEASE NOTE THAT IT IS CRITICAL THAT ALL VENUES ARE LEFT IN A CLEAN AND TIDY CONDITION AT ALL TIMES.

WHEN FINISHED USING THE MANSE ROOMS ALL BLINDS ETC MUST BE CLOSED, WHERE APPLICABLE.