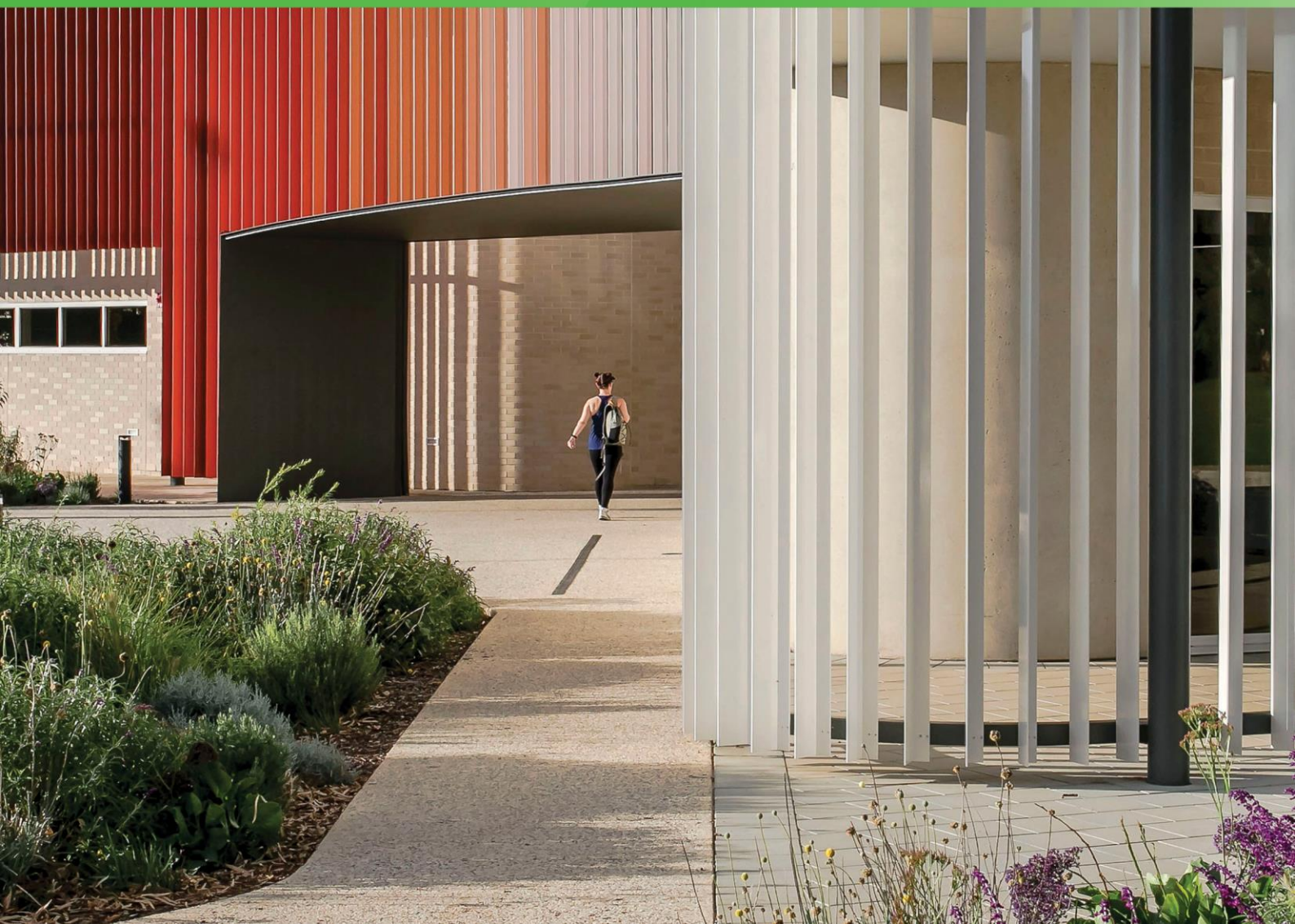


# Mitchell Park Sports & Community Centre

## Hirer Guide



# Emergency Contacts

In the event of an emergency, please use the following:

Police, Fire, Ambulance:	<b>Dial 000</b>
Police Assistance:	<b>131 444</b>
City of Marion After Hours Call Centre:	<b>8375 6666</b>
Alarm/Building After Hours:	<b>0466 029 279</b>
Poison Information Centre:	<b>13 11 26</b>

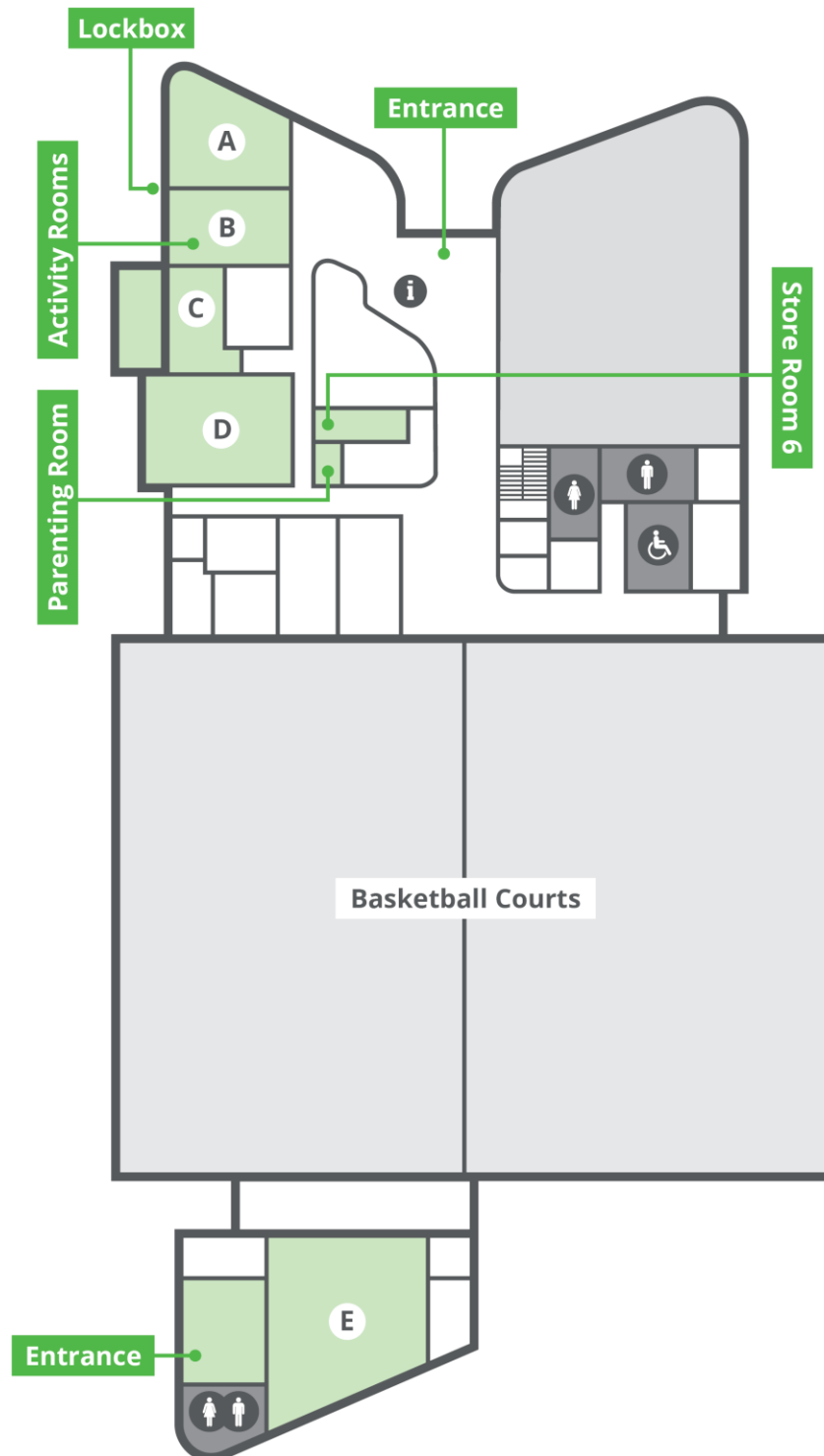
The City of Marion acknowledges we are situated on the traditional lands of the Kurna people and recognises the Kurna people as the traditional custodians of the land.

*Ngadlu tampendi Kurna meyunna yaitya mattanya yainty yerta*

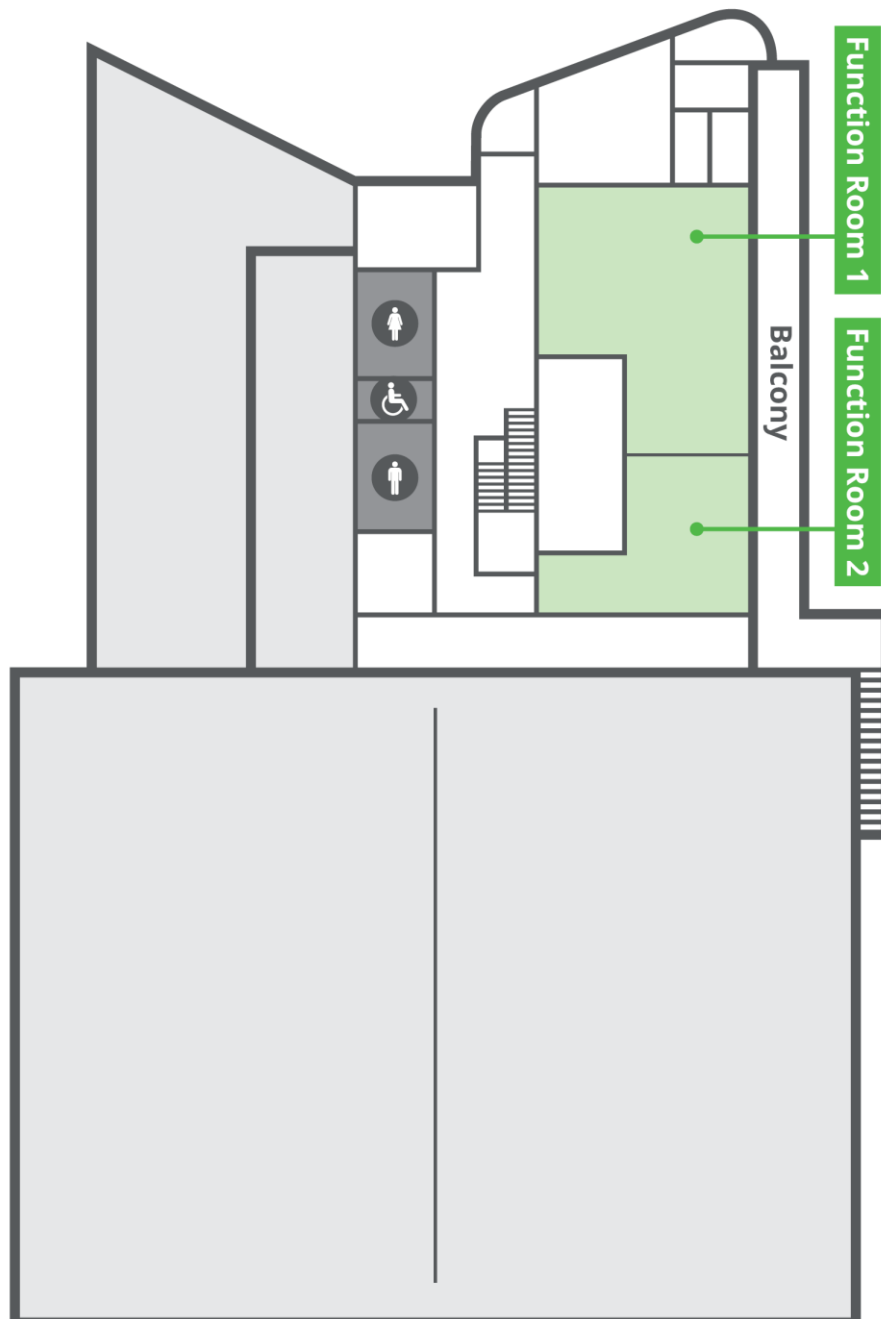
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## Ground Floor



## First Floor



## Card Collection

There are two options to collect the access card. Please communicate with staff via SpacetoCo your preferred method of card collection.

### **OPTION 1: In person pickup**

The card can be collected from the Centre between 9 am and 3:30 pm. We will send you a reminder via SpacetoCo to collect the card the week of your booking.

### **OPTION 2: On day of event**

The card can be collected on the day of your event from our lockbox located outside Activity Rooms A&B on the wall (shown below). You will be provided a unique access code prior to your event via SpacetoCo.



To open the lockbox, press the middle button then type in the code. This will turn green, and it can be pulled open. Remove your allocated access card and then shut the lockbox leaving any extra cards inside.



## Entering the Building

If the Centre is not in use, you will need to disarm the building using the access card provided. Swipe your access card ONCE at the security reader at the entrance (Moreland Ave side). You will see the red light on the indicator on the wall disappear and the doors will open.



Use your access card to open the door to your hired activity room. Ensure your access card is always with you as doors will lock when closed. Your card will be required to reopen every entry. If there are no staff on site, the main entry doors will remain locked.

To allow guests into the building you can either:

- Use the touchless entry/exit pad to the right of the main entry door or use the external door within the hired activity room.
- Keep these doors closed when not in use to provide security from unwanted guests.

**Activity Room E:** If you have hired this room, we recommend that you access the space from Bradley Grove. There is also a car park on this side of the building. Swipe your access card ONCE at the security reader at the entrance across from lawned area. You will see the red light on the indicator on the wall disappear and the doors will open.

**All hirers:** Please advise all your guests of the location of toilets and emergency evacuation meeting points. A copy of the evacuation plan and important contact numbers are provided in this document.

### Exiting the Building After Hours & Card Return

Ensure all your guests have exited the building and toilets.

Check the space you used is clean and tidy and you have followed the house keeping instructions on the following page.

If there are other hirers or groups such as sporting clubs still using the building, you will NOT need to arm the building. Please place your access card into the drop box located under the TV in the foyer (communal seating area).

Exit the building by using the touchless entry/exit pad to the right of the main glass door.

If you are the final group to leave the building, or if you are leaving Activity Room E, then exit and swipe the security reader TWICE to secure and alarm the building. Please note that on the first swipe the doors will open but this is normal and will lock shut after a period of time.

Remain at doors until red light appears on the indicator on the wall (shown below) and the doors have closed.



Return the card to the lockbox using the unique code provided for your booking (refer to lockbox instructions on page 5). This will let us know immediately that you have returned the card. Any lost or non-returned cards may require a \$50 fee.



## Housekeeping

You will need to supply your own kitchen utensils, crockery and cutlery.

As these spaces are shared community spaces, we have provided a list to help you pack up for the next group.

Please leave the space in the same condition/layout you found it.

- Vacuum/sweep floors.
- Please take all your rubbish with you.
- All lights/heaters/air-conditioning/oven/urn turned off.
- Wipe tables, chairs and benches down and clean any food and drink spills. For your convenience, cleaning cloths and sprays are in the kitchen.
- Clean microwave/oven/stovetop.
- Remove all decorations, balloons, streamers and adhesives.
- Clear unused food out of fridge.
- Building is alarmed and locked on departure (if required).
- Ensure front foyer and surrounding area are cleared of rubbish.

Please keep noise in the hallway to a minimum and be mindful of other hirers using the Centre. There may also be other hirers using the space after you, so please ensure you vacate the room quickly and efficiently at the end of your hire.

Please remember The City of Marion is committed to providing a safe, healthy and environmentally friendly space for all people who visit Council premises. To this end, smoking and vaping is prohibited at all City of Marion owned and occupied buildings and property.

Thank you for your assistance in keeping our facilities clean.

## Operating the Smart TVs

### Activity Rooms C, D & E / Meeting Room

The TVs can be connected via laptop using HDMI or wireless connection.

On the TV operating wall panel press the 'on' button.



**HDMI:** Plug a HDMI cord into the HDMI port and connect to your laptop and select WALL PLATE on the wall panel.

*HDMI cords are not provided by the Centre.*



**Wireless (Windows compatible computers only):** Select wireless on the wall panel and on your laptop hold the 'windows' key as well as the 'k' key. This will bring up options to connect, select the TV name that is displayed on the TV.

A password will be displayed on the TV once connection has been requested.

To disconnect use the option to disconnect at the top of the computer screen.



Once you have finished with the TV press the 'off' button on the TV operating panel on the wall.

### Operating the Multimedia System & Projector | Activity Rooms A & B

The TVs can be connected via laptop using HDMI or wireless connection.

The projector can be connected via laptop using HDMI or wireless connection.

Tap on the multimedia system on the wall, select presentation mode. Select either HDMI or Wireless. The projector screen will drop down automatically.

**HDMI:** Plug a HDMI cord into the HDMI port and connect to your laptop and select HDMI on the wall panel. HDMI cords are not provided by the Centre.

**Wireless (Windows compatible computers only):** Hold the 'windows' key as well as the 'k' key. This will bring up options to connect, select the projector name that is displayed on the projector. A password will be displayed on the screen once connection has been requested. To disconnect use the option to disconnect at the top of the computer screen

**Sound system:** Plug an AUX cord into the audio port and connect to your phone. On the wall panel, select source and then wall plate HDMI. AUX cords are not provided by the Centre.

**Blinds:** These can be raised or lowered to darken the room for presentations. Tap on the multimedia system on the wall. Select window blind control (top left). Use up or down arrow to raise/lower blinds.



### Operating the Air Conditioning

You will need to supply your own kitchen utensils, crockery and cutlery.

There are individual temperature control units in each room for heating and cooling. Each of these rooms have a control panel on the wall.

Please ensure these are all turned off when leaving the building and on systems with temperature control use no more than 23 degrees for heating and no less than 21 degrees for cooling.



### Wi-Fi Connection

Free Wi-Fi is available onsite.

Locate the CoM Guest Wi-Fi account in options. When this is selected you will be prompted to agree to the terms and conditions.

Once this is complete you will have access to the Wi-Fi network.

## Using Venue Tables

Tables can be locked into the upright position for moving around. To set up table, please pull black railing upwards with both hands and pull white tabletop towards you. When flat use this handle to lift the table up.



When the table is in position apply the brakes on the wheels by pushing the tab located on the wheels. This will need to be released on all wheels before moving.



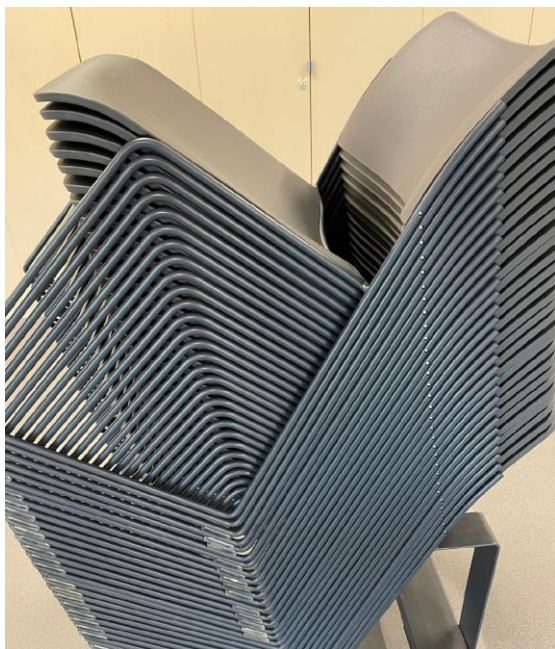


## Using Chair Trolleys

Maximum of 30 chairs per trolley.

Please ensure chairs are placed onto the trolley correctly and stacked appropriately.

Please ensure the backs of chairs are in a reclining position when stacked.



# Opening Hours

## Mitchell Park Community Centre

Moreland Avenue, Mitchell Park

T 8375 6804

<b>Monday</b>	<b>9 am to 4 pm</b>
<b>Tuesday</b>	<b>9 am to 4 pm</b>
<b>Wednesday</b>	<b>9 am to 4 pm</b>
<b>Thursday</b>	<b>9 am to 4 pm</b>
<b>Friday</b>	<b>9 am to 4 pm</b>