



Cairns SLSC Club Room Policy & Procedures

The policies and procedures contained have been developed to ensure the safe and secure access of the CSLC's Club Rooms, property and assets. To meet this obligation, the Cairns SLSC and Supporters Club have established a Building Access policy. Access privileges are determined and assigned by the Cairns SLSC Management Committee and based on the specific needs and requirements of the applicant. Providing proper access will help ensure that liability exposure is adequately controlled and minimized and allow those involved in granting and gaining access to understand their individual responsibilities.

POLICY STATEMENT

The Surf Club Administrator maintains 3 keys for the Clubrooms in the administration reception area. The allocated key allows access to the upstairs clubroom (both internal and external doors) and the mattress compartment. Keys are assigned to individuals/groups for temporary use by signing out on the key register maintained by the Administrator

DEFINITIONS

Clubroom Access Key (Purple) – Traditional metal key that opens external and internal clubroom door and mattress compartment.

Hirer/Responsible Person – Person who has signed out the key on the key register and will be responsible for the Clubrooms until the key is signed back in. The key should only be distributed to the following personnel when required:

- Cairns Surf Club Members
- Surf Club members affiliated with SLSQ and SLSA
- Groups with a pre-arranged hire arrangement of the Surf Club Room
- Supporters Club Staff



Clubhouse Director For purposes of this policy, the Clubhouse Director is the term used to describe the committee member responsible for the adherence and implementation of this policy.

Responsibility :- Cairns SLSC Management Committee.

KEY REQUEST PROCEDURE

A potential hirer may submit a request for use of the Club Room in writing to the administrator at surf.admin@cairnssurfclub.com.au . For members, this must be submitted at least 2 working days prior to the use of the Club Room*. This must include dates/times and who will access the room and purpose of use.

**For non-members, requests must be submitted 10 working days in advance*

Upon receiving written request, the Administrator will reserve the space and will forward the request onto the President or Club Secretary for approval.

Once approved, the hirer would be notified, and their booking would be confirmed on the event 360 Calendar. On the date of hire, the approved hirer is required to sign out keys with either Administration staff, the Supporters Club Manager or Duty Manager.

The Key Register to be kept at the back-reception desk. Club members will require access at periods whilst the facility is unstaffed. At these times, security alarms will not be set upstairs. Members will not have access to any downstairs areas due to the alarm settings. It is up to the approved hirer to ensure that members under his/her charge are advised of this. Prior to use of the Clubroom area, the hirer would be inducted into the:

- Areas which can be accessed by members, whilst the security alarms are set for the appropriate mode.
- Emergency Procedures and Assembly Points Upon completion of hire, the Clubroom access key would be signed back in on the key register.



ACCESS CONTROL POLICY VIOLATIONS

The Club regards any violation of this policy as a serious threat to security including security compromises caused by failure to return keys after completion of use. The following acts are, but not limited to the following examples of violations of the key policy:

- Loaning keys
- Transfer of keys without authorisation
- Unauthorised duplication of keys
- Altering keys, locks, or mechanisms
- Damaging, tampering, or vandalising any lock
- Admitting unauthorised person(s) into the building
- Failure to return a key when requested
- Failure to report missing key(s) Any person causing an unauthorised repair, or altering of a locking device or key, will be in violation of the Key Control Policy, which will result in disciplinary action up to and including termination of membership. Any person intentionally damaging any locking device or causing the system to be ineffective, or non-functioning will be in violation of the Building Access Policy, which will result in disciplinary action up to and including termination of membership

CHARGES

- **Key Loss - Lost keys**, must be reported immediately to the Supporters Club Duty Manager. Keys are assigned with the expectation that the user will return them when the activity is completed. Should it be necessary to re-key a building or an area due to lost keys, the hirer will be charged the actual cost of re-keying and re-issuing of keys to the affected spaces. Price will be determined once quote obtained
- **Cleaning Fee** - \$160 + GST.
- **Hiring of the Club Rooms** – Cost to be done on an Ad Hoc basis. On principle Surf Life Saving Members, Community Groups such as Schools will not be charged. Cost will be determined by the President.



- **Security Holding Fee - \$250.** This will cover any breakages and Cleaning. If no breakages \$90 will be refunded after taking out monies for cleaning. An inventory List will be available to check with both parties.

TERMS AND CONDITIONS OF CAIRNS SURF LIFE SAVING CLUB CLUBROOM AREA

- At the time of booking a valid credit card will be taken as security and will be charged in the event of breakages, damage and cleaning if required.
- Please ensure that all rubbish, including perishables in the fridge are disposed of prior to departure.
- Under no circumstances is smoking allowed on the premises.
- On arrival, a key will be allocated for the rooms. This will also have a key for the main bin area located in the car park. If this key is lost, there will be a charge for replacement.
- Prior to use of the building, there will be an induction conducted by an appropriate person regarding the fire exits and assembly point and general housekeeping.
- Whilst occupying the rooms please be mindful of our neighbours and keep noise to an appropriate level.
- Please report any incidents or accidents to our administrator/duty manager at the first available opportunity.
- Please ensure that all used cutlery, crockery and used utensils are left washed and clean and stored in the cupboard.
- There is a BBQ available for use. If used, please ensure the gas is turned off after use and the BBQ hot plate is left clean. (BBQ utensils supplied)
- If a function has been booked for the Function Room, while this is underway upstairs showers can not be utilised. The outside shower block can be used



Room Hire Form

Client	
Contact Person	
Phone	
Email	
Arrival (Date & Time)	
Departure (Date & Time)	
Number of People	
Purpose	
Credit Card Number	
Name on Credit Card	
Expiry Date	
CCV	

Office Use Only

Received _____

Approved _____

Name _____

Position _____