

DANDENONG RANGES COMMUNITY FINANCE LIMITED

Community Space – Emerald (Policy)

Dandenong Ranges Community Finance Limited (DRCFL) have provided a display area, within the Community Bank Emerald & District branch, for the use of community groups. The Community Space is available to Community Groups/Clubs that bank with DRCFL. The space aims to allow local groups to display artwork (e.g. local photography society or school) or showcase services/activities (e.g. local service organisation seeking new volunteers).

The space measures approximately 3.1m x 3.1m and is located on the right-hand side just inside the branch entry. There is limited useable wall space however two mobile display boards measuring 1800mm x 1190mm (Portrait or Landscape) are provided. Groups may wish to bring a small trestle table to display items. The main wall in this area is covered with a Community Tree. This wall is not to be used by user groups or covered in any way.

The Board acknowledges the need for the community to utilise the facility and provides the following guidelines to ensure that the space is used appropriately:

- The Community Space will only be available during normal business hours, e.g. 9.30 a.m. – 5.00 p.m. Monday to Friday (closed on Public Holidays)
- The Company reserves the right to refuse the use of the space without prejudice or need to provide a reason
- It is proposed that the space be provided free of charge to groups, however the Company reserves the right to charge a nominal fee to cover any cleaning if it deems necessary
- It is expected that all users will leave the facility in a clean and tidy condition
- Any damage to DRCFL equipment, furniture or property will incur an appropriate charge and the group responsible will be required to reimburse Dandenong Ranges Community Finance Limited as soon as practicable
- Groups are required to complete and sign the Community Space Booking Form (attached)
- Groups will be advised in writing (via email) of DRCFL's decision to grant use of the space and the selected date range
- A maximum time limit is four weeks to utilise the space, unless permission granted for extended periods, at the discretion of DRCFL
- DRCFL will not be held responsible or liable for the loss or damage to any items left in the Community Space however staff will endeavour to be vigilant
- Responsibility for setting up is with the group using the space and the group must adhere to the approved dates, for set up and pack up, so as not to impinge on future bookings
- DRCFL staff will not be responsible for collecting any monies for items that are available for sale. Users will need to arrange their own payment system and collection/ordering of items
- DRCFL will promote and tag Community Groups/Clubs displays on the DRFCL Facebook and Instagram pages. Community Groups/Clubs agree to do the same and tag @communitybankdandenongranges and /communitybankdandenongranges on their social pages.

COMMUNITY SPACE - EMERALD – BOOKING FORM

Please return this form to :

Executive Officer
Dandenong Ranges Community Finance Limited
E: admin@drcbg.com.au
Or hand deliver to Community Bank Emerald & District

This form is to be used to apply for the use of the Community Space at Community Bank Emerald & District, Shops 1-3, 344 Belgrave-Gembrook Road, Emerald. Users should refer to the Community Space – Emerald – Policy as a guide for the use of the space.

Name of Group:.....

Contact Name:.....

Phone No.:..... Email Address:.....

Date Space required:

From:..... To:.....

Describe use of the space e.g. display :

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Dandenong Ranges Community Finance Limited will notify the above contact person if the space is to be made available for the purposes described above.

Any damage to equipment or property will be the responsibility of the booking organisation and Dandenong Ranges Community Finance Limited accepts no liability for personal safety whilst within the facility.

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Signed on behalf of booking organisation

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Date

Enquiries:
Executive Officer
Phone: 9754 1200
Mobile: 0400 110 385
Email: admin@drcbg.com.au