

# Conditions of Use of the Science Foundation Council Room

The following are the conditions under which permission is given to use the Science Foundation Council room. It is the responsibility of the individual booking the room to ensure that the room and kitchen are left in a clean and tidy condition at the end of a function. Persistent failure by an individual or group to comply with these conditions will result in that individual or group being refused permission to book the Council room.

The room must be booked through Web\_Help\_Desk on the local physics web site, and Reception should be notified when the room is vacated (eg when meeting finished). Please use Web\_Help\_Desk to advise of any change of booking time or cancellation A.S.A.P. The key can be collected from Reception.

## **When tidying the Council Room:**

- All extraneous papers, pens and other such items from the meeting must be removed, including from the tables, windowsills and benches down the sides of the room
- Table mats wiped down and left straight, and any spills cleaned up
- Chairs pushed in
- Any equipment borrowed for the activity must be returned to where it belongs
- Windows must be locked and the blinds shut so that no-one can see in, and to reduce UV damage to the pictures and old items in the room
- Lights and air-conditioner and urn (if used) turned off
- Kitchen & Boardroom doors to the corridor must be firmly locked

## **When tidying the kitchen:**

- All crockery, cutlery, glasses etc must be washed and returned to where found
- Leftover food must be disposed of properly, either stored in the kitchen refrigerator, taken to the Tea Room, or request Reception to contact OzHarvest (charity) to collect. Anything left in the fridge or cupboards past its use-by date will be thrown out without consultation. If you wish to store food in there it must be labelled. The counters must be wiped down and left tidy.

## **Catering:**

Catering and setup is the responsibility of the user. The Admin team does not provide catering unless agreed by the School Manager, and at least 3 days notice is needed. The biscuits the Science Foundation provides for the Tea Room are not for general use. All other items besides those specified for general use below must be provided by the user. Do NOT assume that all items in the Science Foundation kitchen are for general use. Most will have been bought for a specific purpose and from someone's account. Items for general use include: coffee cups, saucers, cutlery, coffee plungers, plates, serving dishes/bowls, jugs and urns. If you borrow any item (eg crockery/cutlery) from the Council room it is your responsibility to return it to the kitchen, wash and dry it and put it away, within 48 hours.

The black mats on the table are for writing on. Please use the white, hard-backed mats (near the microwave) for food. NO food or drink containers are to be placed straight on the tables.

Any other action to return the Council room and kitchen to a clean and tidy state not covered above is also expected.

**Paul Harbon**  
School Manager