



USE OF THE PARISH CENTRE BY COMMUNITY GROUPS

Thank you for your enquiry about using the St Cuthbert's Parish Centre, on the corner of Darlington and Bellevue Roads, Darlington. The Worshipping Community of Darlington-Bellevue is pleased to make its facilities available to enhance community life. The following information is provided to ensure efficiency and positive relationships.

Priority

Use of the Parish Centre facilities is prioritised as follows. Bookings for:

1. The Worshipping Community of Darlington-Bellevue;
2. Other Anglican Worshipping Communities or organisations;
3. Other Christian churches or organisations;
4. Not-for-profit community groups which serve the parish of Darlington-Bellevue (including Bellevue, Helena Valley, Koongamia, Boya, Greenmount, Darlington, Glen Forrest, Hovea, Mahogany Creek, Parkerville);
5. Other not-for-profit community groups, events or meetings;
6. For-profit groups, events, or meetings.

Review

All usage of the Parish Centre is reviewed at the start of each calendar year. Current users are contacted to assess continued usage.

One-off Usage

For reasons of efficiency, we prefer regular users over one-off users. You are welcome to apply for a one-off use, but please be aware that it generally takes one month for a volunteer to receive and assess an application then respond and arrange for an orientation.

Donations

To assist with maintenance, cleaning, utilities and resources, you are invited to make a financial contribution. The current suggested rate of donation is \$30 per hour. It may interest you that our total annual budget exceeds \$100,000. Donations may be made as follows:

By cheque: Made out to 'Parish of Darlington-Bellevue' and posted to
Anglican Community Fund
GPO Box W2067
PERTH WA 6846

By Funds Transfer: *Account Name:* Parish of Darlington-Bellevue
BSB: 706 001
Account Number: 3000 3649

We do not have a safe way to accept cash donations, other than via the collection on Sunday mornings. As financial contributions are donations, not fee-for-service, you will not be invoiced. Receipts are not generally provided for donations, however, if you require one please make a request via email to stcuthberts@bigpond.com. Regular users are encouraged to make a single large donation (e.g quarterly).

Facilities

The facilities at the St Cuthbert's Parish Centre are as follows:

1. The Good Shepherd Room – a medium sized 'hall' capable of seating up to 60 people around tables. This is the most commonly used space. It is air-conditioned and has a small adjoining kitchenette.
2. The Lounge Room – this intimate space comfortably seats 12 people on chairs and is ideal for meetings and conversations. The Lounge Room includes a small library of books and resources.
3. The St Andrew's Room – this small meeting room is used primarily for ministry with children, but is available for small meetings if necessary.
4. St Cuthbert's Church – built in 1925, this neo-Georgian brick and stone church is available for appropriate use, such as concerts. It includes a good quality upright piano.
5. Storeroom – a large storeroom is located in the northwestern corner of the site. Community groups may request storage space in the storeroom, however this is not guaranteed. All items must be stored in marked areas in clear, labeled boxes.
6. Parking – there is parking on site for approximately twenty vehicles.
7. Tables and Chairs – the Gathering Space has three rectangular tables and twelve chairs permanently set up. There are an additional sixty chairs, four rectangular tables and six round tables available for use.
8. Multimedia – includes a small 'Mipro' PA system with wireless microphone, a data projector and screen, and a whiteboard. We request an additional donation for use of these items.
9. Kitchenette – the kitchenette is equipped with a wall-mounted urn for hot water, fridge, sink, crockery and cutlery. You are asked to provide your own tea, coffee and milk.
10. Grounds – the grounds include a covered breezeway/verandah, a lawn area, and a reflective garden space. The grounds are 'public' space, open to anyone using the Parish Centre. You may also book the grounds for one-off special events.

Multiple Users

It is important for you to appreciate that St Cuthbert's is a community hub. It is likely that there will be multiple activities happening onsite simultaneously. We do not guarantee exclusive use of the facilities, nor can we guarantee privacy or quiet.

Availability

To check the availability of facilities, please visit www.hillsanglicans.com/calendar

Accessibility

The site presents some accessibility issues because it is a bush site. Wheelchair users are encouraged to assess the site in advance. There are two ACROD carpark spaces in the grounds. An accessible toilet is available. Access to St Cuthbert's church includes a low step, however there is a ramp to the main door.

Locks and Codes

All external doors on the site have the same key. You will be provided with the code to the key box which will then give you access to all necessary doors. The key must be returned to the key box when you leave the site. The Parish Centre has a monitored alarm system. You will be provided with the code. The alarm must be reactivated when you leave the site.

Contact

When you have read this information, please complete an application form and post or email it to:

Parish Centre Booking

PO Box 77

Darlington WA 6070

or

stcuthberts@bigpond.com

If you have any questions of clarification, please contact Brenda Marissen on 08 9299 6723 or brendamarissen@yahoo.com



Use of Parish Facilities - Application Form

Contact Name:

Contact Phone:

Email:

Name of Organisation:

This is a request for

Regular use One-off use

Day:

Monday Tuesday Wednesday
 Thursday Friday Saturday Sunday

Start Time:

(From the time you arrive to set up etc.)

Finish Time:

(when you have finished packing up)

- The Good Shepherd Room
 The Lounge Room
 The St Andrew's Room
 St Cuthbert's Church

Additional Tables and Chairs

Yes No

If yes: details

Request for storage

Yes No

If yes, details

Request for multimedia

Yes No

If yes, details:

Office Use Only:

Form received: ___/___/___

Processed: ___/___/___

Entered into calendar: