**Bridgewater Uniting Church.**

**407-409 Mount Barker Road, Bridgewater SA 5155.**

 **Acorn Room**

*Information Regarding our Premises*

* **Evacuation instructions**.
Please refer to map by entrance door.
* **Catastrophic Fire Days**.
For the safety of all users, The Acorn is **unavailable** on days with a **Catastrophic Bushfire Rating**.
* The Acorn has a **no alcohol consumption policy** unless prior permission from Church Council is granted.
* **Kitchenette** - The user will have full access to the kitchen facilities. Including:
* Crockery (20 small plates, 20 glasses, 20 coffee cups and some serving plates.)
* 20 person cutlery set
* Tea towels / table cloths
* Microwave
* Hot water urn
* Fridge
* **Tables**:.
Two 1500 X 600 mobile flip tables and two small foldable square tables are available.

**NOTE:** the tables are of a light weight construction and people sitting on the tables or excessively loading the tables will be responsible for the cost of repair / replacement of damaged tables. PLEASE **don’t sit** on the tables.

* **Whiteboards**:
There is a portable whiteboard and a wall mounted whiteboard.
* **Toilets:**
Male & female toilet facilities are available along the adjacent passage.

**Housekeeping Rules for User Groups.**

We endeavour to ensure that anyone who uses our facilities enjoys the experience therefore we ask that you observe the following.

* **Instructions for heating/cooling**
The Acorn facility is fitted with a wall-split reverse cycle air conditioner.
It is the users’ responsibility to ensure that it is turned off at the end of their assigned time.
* **Returning seating arrangements to original state**.
It is a requirement that the facility be returned to the original furniture arrangement on completion of their assigned time.
* **Removal of rubbish**.
The facility is supplied with bins (including recycling) - Outside West wall of church building and outside North wall of Oak building.
It is the user’s responsibility to clean up and place rubbish in the bins.
* **Cleaning instructions**.
It is the user’s responsibility to leave the facility in a clean state.
* **Carpet cleaning surcharge.**
A surcharge for cleaning will be charged when the carpet requires extra cleaning.
* **Security of the facility.**Locking of doors windows etc at the conclusion of their assigned time is the responsibility of the user.
* **Notice boards / White Boards** are provided for your use.
Please ensure nothing is fixed to any other area of the walls or ceiling.
* **Use of confetti / rose petals.**The use of confetti is banned. Rose petals are allowed outside only.
* **Emergency Contact people.**Garry Burchell on 0423 464 266 or Julie Burchell on 0403 680 190.











