**Use of Clubhouse and Club Assets Policy (Clubhouse Protocol)**

1. Members have access to the Club area on the ground floor of Clubhouse building. The upstairs back residence, together with the garage and laundry area on the town side of the Club area and the adjacent yard area, are for the private use of the Caretaker.

2. The Caretaker has a lease on her part of the property and the Club has only the limited access allowed under the Residential Tenancies Act. Therefore, Members should contact the Caretaker upon arrival and before departure, but otherwise, enter the private area only on the invitation of the Caretaker.

3. Members, when intending to stay at the Clubhouse, should have the courtesy to telephone the Caretaker to advise her in advance. If the Caretaker is absent, a suitable message should be left on her telephone message bank.

4. Members, when in Chillagoe, may use the Clubhouse facilities, even if not staying at the Clubhouse. However, it is courtesy to tell the Caretaker before using the facilities.

**5. Mutual courtesy between Members (and their guests) and the Caretaker is to be expected at all times.**

**6. Responsibilities of Caretaker are to:**

(a) Maintain grounds in tidy and safe condition and do any minor maintenance to buildings etc.

(b) Keep Clubhouse clean when not in use by Members

(c) Maintain supply of toilet paper, cleaning supplies and cleaning equipment for use by Members

(d) Keep refrigerator and freezer ready for use by Members

(e) Ensure security is maintained for lights, tackle and other Club property

(f) Ensure trip book is accessible and, as much as practical, monitor trip book, particularly for the safe return of caving parties.

(g) Collect Camping and Tackle fees on behalf of Treasurer

(h) Report to Club Executive any problems he encounters with Clubhouse, Members or guests

7. **Responsibilities of Members are to:**

(a) Keep Clubhouse and the outdoor toilet and shower block clean and tidy, while in residence. Cleanliness should be checked to be satisfactory before leaving.

(b) Park cars in an orderly fashion at the allocated parking area and keep vehicle speed down to walking pace to minimize hazard and dust.

(d) Report to Caretaker any deficiencies in cleaning supplies, equipment etc.

(e) Use trip book if caving

(f) Dispose of food scraps in compost bin at the back of the clubhouse and take all rubbish with you when leaving

(g) Camping inside the Clubhouse should be avoided except in emergencies (i.e. if drenched in heavy storm).

**(h) If using Clubhouse at night, keep noise down, particularly after 10pm**.

(i) Behave in the town and at the Clubhouse in such a way that the Club’s reputation is enhanced and not diminished.

(j) Report to Executive any problems encountered in using the Clubhouse and make suggestions where improvements are needed.

(k) Pay camping fees ASAP on leaving with the caretaker or by direct deposit to the club bank account.

**8. Use of Club facilities and equipment by non-club entities and groups**.

a) The use of club facilities by non-club entities and groups will be by formal arrangement between the entity and the Management Committee. Fees and costs for the services requested will be set by the Management Committee and will not be lower than those charged to regular members.

b) The hire of Club equipment and tackle such as helmets will be by express written arrangement with the management committee. The entity or person will provide a written guarantee to replace damaged or lost equipment and a copy of insurance naming the CHILLAGOE CAVING CLUB as a third party covered for the use of such equipment.

c) Ropes, Ladders and SRT equipment will not be hired/used by non-ASF persons or entities under any circumstances. (AGM 2017)

**9. Responsibilities of groups.**

1. Make formal booking with MC at info@chillagoecavingclub.org.au
2. Confirm booking two weeks prior with Caretaker.( Ph No on website)
3. Use is restricted to the main ablutions block, rear camping area and old school building. School groups will have exclusive use of these areas.
4. Use of the main clubhouse and kitchen may be available if not being used by club members.
5. Remove all rubbish at the end of stay.
6. Clean the facilities to the same standard as arrival.
7. Provide number details to Treasurer ASAP for invoicing, pay in advance or on invoice using direct banking.

**10. Dogs**

**Dogs are allowed only with the express permission of the caretaker, must be tied up at all times away from the major use areas (clubhouse and amenities blocks) and not left alone during the day.**

Authorized by Committee of Management 21st April 2018