



Operational Manual for East Bowral Community Centre

Contact: Elena Barry Booking Officer

✉ ebccbookings@gmail.com ☎ 0413 547 132

Working with you

WSC.NSW.GOV.AU




Useful Contact Details

Booking Officer:	Elena Barry 0413 547 132 ebccbookings@gmail.com
355 Committee Coordinator:	Lynne Morrison 02 4868 0704 mail@wsc.nsw.gov.au
Maintenance:	Wingecarribee Shire Council 02 4868 0888 (24 hours Customer Service) mail@wsc.nsw.gov.au
Emergency Services:	000 112 (from mobile) 106 (for people with hearing or speech impairment]
SES:	132 500
RFS:	02 4868 5500 1800 679 737 (Bush Fire Information Line)
Fire & Rescue:	02 9265 2999 1800 679 737 (Bush Fire Information Line)
Local Police Station:	Southern Highlands Police Station 02 4869 7899 (24 hours)
AGL Gas Emergency:	131 909
Endeavor Energy:	131 003
Poisons Information:	131 126
Advanced Access Security:	1300 88 55 11

If the facility is found damaged, vandalised or left unsecure please notify the Police Assistance Line (PAL) on 131 444 and Council on 4868 0888 immediately.

**IN CASE OF EMERGENCY OR IF YOU HAVE CONCERNS FOR YOUR SAFETY
Contact Emergency Services on 000 immediately!**



Council has developed this Operational Manual to enhance your hiring experience. This guide provides you with a quick reference on how to access the facility and how to locate and operate the equipment. Contact details are listed should you require assistance.

Contents

What is at the facility?	4
Facility Floor Plan	5
Parking	6
Arrival / opening procedure	6
Toilets	6
Meeting room	6
Heating/Cooling	7
Blinds (meeting room)	7
Cleaning of the meeting room	7
Kitchen	8
Operating kitchen equipment.....	8
.....	8
Cleaning of the kitchen	9
Main Hall	9
Heating/Cooling	9
Fans	9
Blinds (main hall).....	10
Chair Store (main hall)	10
Technical Equipment	11
Chair Store Room	11
AV Equipment Cupboard	11
Microphones	11
Laptops.....	12
Conferencing Cameras	12
Internet	12
Data projector and screens.....	13
Television	13
Trouble shooting	14
Cleaning the Hall	14
BBQ Area	15
BBQ Operating instructions	15
BBQ Cleaning Instructions.....	15
Outdoor fenced grass Area	15
Defibrillator	15
Departure Procedure	15
Using the Facilities	16
Emergency Evacuation	16
Incident Reports	16
FACILITY CHECKLIST	17



What is at the facility?

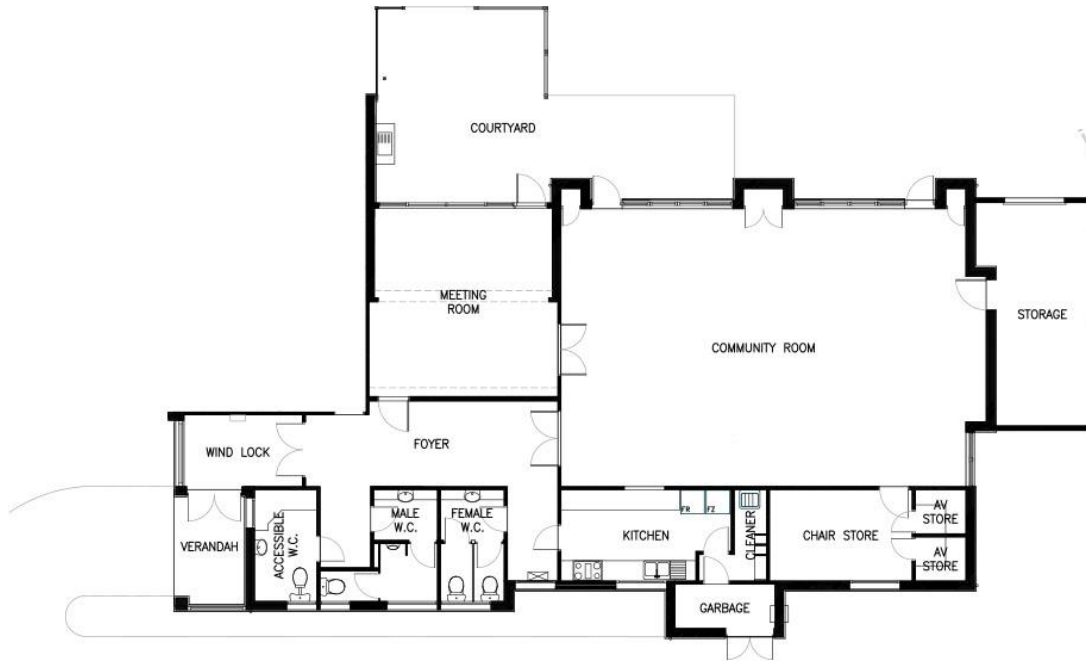
East Bowral Community Centre (EBCC) is comprised of the following:

- Hall (12 tables and 75 chairs)
- Meeting Room (20 chairs)
- Kitchen
- Toilets
 - ▶ Accessible/ baby change table
 - ▶ Male
 - ▶ Female
- Technical equipment
 - ▶ Microphones
 - ▶ Laptop
 - ▶ Internet connection
 - ▶ Two projectors & screens
 - ▶ Two Large television (located in the hall 85" and 50")
 - ▶ Two DVD/CD players
 - ▶ One amplifier and one mixer
 - ▶ Lectern and two speaker stools
 - ▶ Two whiteboards
- The facility
 - ▶ Store room (Chair Store with AV Cupboard and Cleaner's Cupboard)
 - ▶ Piano
 - ▶ Covered BBQ Area
 - ▶ Outdoor fenced grass area
 - ▶ Defibrillator

Note:

- All users are required to supply their own First Aid Kit
- This facility does not have a phone you will need a mobile phone for emergencies
- Parking: 38 on-site parking spaces including accessible parking.

Facility Floor Plan



Parking

The car park is shared by 3 separate establishments who each have their own designated spaces.

38 on-site parking spaces including accessible parking are available.

Hirers must NOT use car park spaces allocated to other establishments.

Arrival / opening procedure

1. Unlock the main door to the hall using the key provided by the booking officer.
2. Immediately attend to the security pin pad located directly opposite the entrance door.
3. Key in the 4-digit code you have been given and press **OFF**.
4. Once the alarm is disarmed, the screen will say 'Good morning/afternoon' and then display the word 'DISARMED'.
5. The light switch for the foyer is on the right side of the front door.
6. Unlock the passage door with the front door key.
7. There is another light switch for the foyer on the right side of the female toilet door.



Toilets

1. **The Accessible toilet** and baby change table amenity is located on the right side of the main foyer. The light switch is on the right side as you enter.
2. **The Male toilets** are opposite the accessible amenities door. The light switch is on the right side once you enter.
3. **The Female toilets** are located to the right side of the main foyer, before the entrance to the main hall. The door is opposite the entrance to the kitchen. The light switch is located outside the door on the left side.

Meeting room

1. The meeting room is located on the left side of the main foyer and can also be accessed from either the door on the left in the foyer or via the hall.
2. Enter the meeting room via the foyer door and the light switch is on the left, once you have entered.
3. The AV equipment installed is now obsolete and will be removed in due course. A pull down screen remains on one wall.
4. There are (2) two white boards in the meeting room, hirers are required to bring their own whiteboard markers and rubber.
5. When setting up your event, please do not block any exit doors with equipment (including tables and chairs).

Note: The panels on the walls have been installed to improve the acoustics. Under NO circumstances are decorations, notices etc. to be attached to the panels.

There are 20 chairs in the meeting room stacked along the wall.

Tables can be brought in from the chair store room if needed.

Heating/Cooling

1. The meeting room has an air conditioning unit and can be turned on and operated using the remote control.
2. The remote control is located on the wall opposite the foyer entrance.
3. Use the buttons on the remote to turn the remote ON / OFF, adjust the setting and temperature.

Note: The old heaters are currently not in use.

Blinds (meeting room)

Control for Window Blinds

Double blinds are fitted on all windows and can be opened and closed using the remote located on the wall. The blinds are synchronised.

1. Select which blind to be moved by using the right arrow button for:
 - 1st light – outer shade blinds
 - 2nd light – inner block out blinds
 - All 4 lights – both blinds
2. Raise or lower blinds by using the up or down arrows.

Note:

- Blinds will stop automatically at top or bottom of travel.
- Press the center button to stop part way.



Remote control for the window blinds.

Manual Door Blinds

Cleaning of the meeting room

1. Ensure all tables and surfaces are wiped over and clean.
2. Tables and chairs are stored correctly in the designated area.
3. Vacuum the floor with cordless stick vacuum located in the kitchen store.

Kitchen

The kitchen is located on the right side of the main foyer; the door is opposite the male amenities.

The kitchen light is on the left hand side as you enter.

The kitchen has:

- zip hot water system;
- two stoves, ovens and hot plates;
- fridge;
- freezer;
- microwave;
- dishwasher;
- toaster;
- 2 kettles;
- cutlery and crockery for 60people; and
- Oven trays and some cooking utensils.

Operating kitchen equipment

Zip hot water system

The system is located on the right wall near the kitchen sinks. You will need to turn this on at the power point next to the system when you arrive and then turn it off and unplug it when your event has finished.



Zip hot water system

Oven and Grill and Stovetop

1. To operate, turn on the switches located on the wall.
 - Top switch: left stove
 - Bottom switch: right stove
2. Operating instructions are on the wall above stoves
3. When finished ensure all hotplates and ovens are turned off.
4. Turn **OFF** the switches on the wall.



Stove and oven ON/OFF switch.

Microwave

The microwave is located on a shelf on the left side of the kitchen as you enter.

Use the buttons on the face of the microwave to adjust settings for use.

Dishwasher

1. Rinse all dishes in the sink before loading the dishwasher.
2. The dishwashing powder/ tablets are located in the cupboard under the sink. The front door key will unlock this cupboard.
3. Add dishwasher powder / tablet to the dishwasher, then close the dishwasher
4. Press the power button on the left side of the control panel.
5. Select the down arrow and scroll until you reach the setting '**Intensive 75°**'.
6. Press the Start button on the right side of the control panel.



Dishwasher



Cleaning of the kitchen

Ensure that you remove all food and drinks from the fridge at the end of your event.

Cleaning Equipment is located in the cupboard under the sink. This cupboard is locked and can be unlocked using the front door key. The mop, bucket and broom and dust pan & broom are located in the store room located at the end of the kitchen.

1. Wipe up any spills from:
 - Fridge and freezer
 - Stove top and oven
 - Grills
 - Other cooking appliances
2. Ensure all bench tops are wiped over
3. All crockery & cutlery and items used must be washed and put in the appropriate cupboards.
4. Please sweep and mop the floor.
5. Empty all bins and reline with clean bags. Remove all rubbish from the facility.

Please DO NOT turn the fridge off.

Note: Casual hirers please bring your own cleaning products and tea towels.

Main Hall

The main hall is located at the end of the main foyer; open the double doors to access the main hall.

The **light** switch is on the right side as you enter. Use the bottom set of switches.

When setting up your event, please do not block any exit doors with equipment (including tables and chairs).

There is a white board in storage at the back of the main hall.

Hirers are required to enter the storage room and wheel the whiteboard out into the hall.

Hirers must bring their own whiteboard markers and rubbers.

No other items in the storage room can to be removed.

Note: The panels on the walls have been installed to improve the acoustics. Under NO circumstances are decorations, notices etc. to be attached to the panels in any way.

Heating/Cooling

1. The main hall has two air conditioning units.
2. A single remote control that operates both units is located on the left wall, near the first exit door to the outdoor area.

Note: The old heaters are currently not in use.

Fans

There are 6 ceiling fans within the main hall.

The switch controls for the fans are located on the right side of the door way.

Turn the controls to operate the fans ON /OFF.

Ensure the fans are turned off before leaving.

Blinds (main hall)

Skylight

The remote for the Skylight window and blinds is located on the right side of the main entrance door to the hall.

Control for Window Blinds

Double blinds are fitted.

Blinds on all windows are synchronised.

1. Select blind to be moved by pressing center button **(MY)**.
2. Press bottom button for:
 - 1st light – outer shade blinds
 - 2nd light – inner block out blinds
 - All 4 lights – both blinds
3. Raise or lower blinds by using the up or down arrows.

Note: Blinds will stop automatically at top or bottom of travel. Press **my** (center) button to stop part way.

Manual door blinds

Chair Store (main hall)

1. The Chair Store room is located at the far end of the hall on your right. The door is not locked
2. The tables and chairs are located in the Chair Store room although most chairs are stacked against the walls in the main hall. (Do not stack chairs against class windows and door ways)
3. Chairs stacked in the main hall must be stacked 3 chairs per stack ONLY.
4. Chairs stacked in the chair store room must be stacked 6 chairs per stack ONLY.
5. There are 75 chairs in the hall.
6. There are twelve (12) tables in the facility. The tables should be returned to the chair store room.
7. All tables and chairs need to be wiped clean before being stacked away.

Items located in the chair store room:

- Tables and chairs
- Vacuum hose
- Lectern
- Stools
- AV cupboard
- Cleaner cupboard – not accessible to hirers

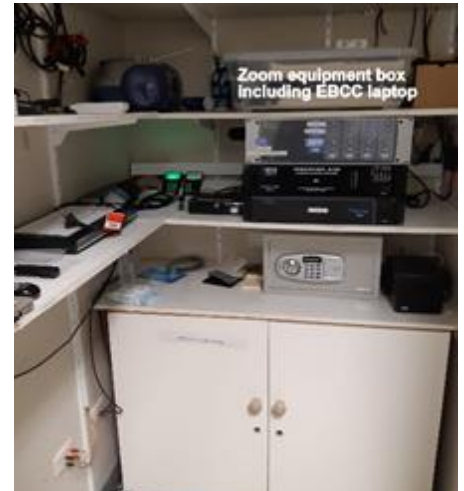


Remote control for Window Blinds

Technical Equipment

Chair Store Room.

1. The Chair Store room is located at the far end of the hall on your right. The door is not locked. Inside is the chair storage area and on the left is the door to the AV Cupboard.
2. Next to the AV Cupboard is the cleaner's cupboard. Hirers cannot access this room
3. The light switch is located on the right as you enter. This light switch is on a timer, just push the button to turn on.

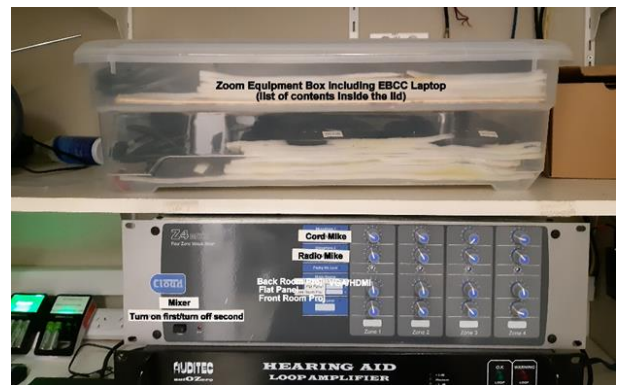


AV Equipment Cupboard

AV Equipment Cupboard

Audio equipment (Microphones and Audio Visual)

1. Open the AV Cupboard using the front door key.
2. The light switch is to the left inside the AV Cupboard
3. Switch on the two units required for audio i.e. the Audio mixer and Amplifier in sequence. (Reverse sequence to turn off - no need to switch on the loop amplifier).



Microphones

To use either the headset or handheld, lapel microphone (Wi-Fi), install a battery from the charger, located in the AV Cupboard.

1. Switch on the small Wireless Microphone Receiver to the left of the Amplifier.
2. Ensure that the channel number on the microphone receiver matches that on the microphone.
3. Please leave it set at (8) eight.
4. Hold the microphone in your hand and switch on when ready to use.
 - The Volume control is found on the wall in the hall near the store chair store room door. The volume control is labelled **Audio Selector**, check that the top knob is set to the equipment you are using and use the lower knob to adjust the volume.



Audio Selector

To use the corded microphone;

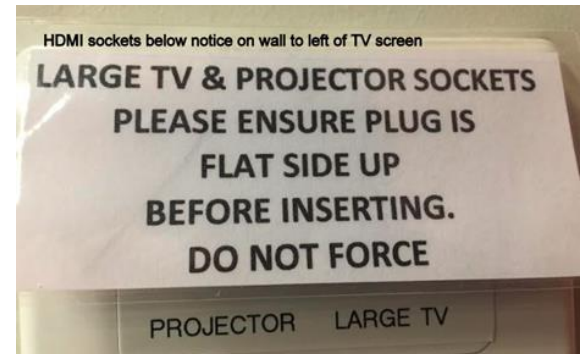
1. The corded microphone, is located on the same shelf as the other microphones.
2. Plug this microphone into the wall in the hall below the large TV.
3. The set-up of the small wireless receiver is not required for this microphone.
4. The corded mike overrides all other inputs when connected.

Laptop

1. The laptop is located in the AV Cupboard, in the box labelled Zoom Equipment on the top shelf.
2. The laptop runs Windows 10 and has all the basic Office programs, including PowerPoint.
3. It has a remote mouse.
 - If using, turn on large TV and set input to HDMI 2 (U3A) before turning on computer.
4. Unpack, plug in and turn on the laptop using the instructions found with the laptop.
5. Once the laptop is on, insert your USB.
6. Additional USB ports can be added by connecting the USB multi adaptor (hub) to the laptop which is located on the shelf in the AV Cupboard.
7. Connect the HDMI cable to the wall socket labeled projector or large TV and then to the laptop.
8. If using a pointer with the large TV it is necessary to use the Kensington Pointer, which is marked and located on the shelf to the left in the AV room. It connects to the laptop with its own USB plug.

If using your own laptop

1. Take the HDMI cable from the hook on the top shelf slightly to the right.
2. Connect your laptop to the power point, turn it on, log on, and connect it with the HDMI cable to either the Large TV or Projector using the wall socket. If using the large TV turn on and set to HDMI 2 (U3A) before turning on computer
3. If using a pointer with the large TV it is necessary to use the Kensington Pointer, located in the AV Cupboard. The pointer requires (free) software to be loaded onto the computer before it can be activated.



Conferencing Cameras

The Conferencing Cameras has Zoom capability.

If using, please request detailed instruction procedures from a Committee member.

If using, please request detailed instruction procedures from a Committee member.

Internet

Internet connection is available for hirers of the facility.

To present material from a website via the computer (apart from your Power Point presentation)

1. Select the Wi-Fi network named **Buhagiar** using password **Boardman70**.
2. Open your preferred browser (e.g., Firefox, Chrome or Edge).
3. Run YouTube videos or display other web sites as required.
4. An alternative to run YouTube is to change the Source on the TV to Streaming, select Menu and then scroll to YouTube.

Data projector and screens

Using the Data projector and screens

A Data projector and screen is available in both the meeting room and the hall.

The data projector is mounted to the ceiling.

To connect a laptop to the projector;

1. Retrieve the cream colored data projector remote from the shelf in the AV room.
2. Turn the data projector on using the remote.
3. Pull down the projector screen using the hooked pole located to the right on the back wall.
4. When using the projector, sound from your presentation can be controlled via the dials on the wall plate near the chair storeroom door.



Note: The volume button on the projector itself should always be left on.

Television

Both TV's are located in the hall.

The Large 85-inch TV and the 50" TV are located side by side in the main hall.

1. Retrieve the TV remote from the shelf in the AV Cupboard.
2. Turn on the TV with the remote.
3. If the computer image does not transmit to the TV, use the TV remote and select the HDMI source" and choose the "U3A" setting.
4. If using audio with the Large TV, sound will play through the TV and the speakers in the hall. If you do not want the sound from the TV set, turn the volume on the TV remote down to zero. Volume from the room speakers is controlled with the wall switch labelled **Audio Selector** but this switch does not control the TV volume.

Note:

- DO NOT MUTE the Large TV because the mute function also mutes the sound system in the room.
- At the end of your presentation all equipment must be returned to its original position including rechargeable batteries.

DVD

The DVD Player and remote are located in the AV Cupboard. Plug the device into a power socket and plug the AV cords in to the sockets on the wall before inserting the DVD into the DVD player.

Use the remote for the DVD player to operate.

CD player

The CD player is located in the AV Cupboard on the top shelf.

Plug the device into a power socket before adding a CD and selection the volume setting.



Lectern

The lectern and stools are located in the Chair Store room.

The lectern can be moved more easily if tilted onto the castors attached to the base.

Piano

The Piano located in the main hall is available for hirers to use. Please arrange to try the piano prior to hiring to ensure tuning is satisfactory.

Trouble shooting

Computer image not showing on large TV or Data Projector Screen

1. If the computer image does not transmit to the projector, use the projector remote and select “**source**”. The projector should then self-scan and select the correct input.
2. If the screen image is still not transmitted, check the computer function setting as follows:
 - Find the function toggle key (on the top line of the computer keys) which shows the two screen icons.
 - Then press and hold the function (Fn) key then at the same time firmly press the toggle key and release both keys.
 - Wait a short time for the change and if necessary, repeat the process until the computer and projector screens show the same image.
 - A box should appear from the right hand side of the screen – select “Duplicate.”
 - Wait a short time for the change and if necessary, repeat the process until the computer image is displayed.

No Sound

If your laptop or DVD player is connected to the HDMI port for the projector, the audio goes into the projector and comes out via the sound system in the room. The audio volume control on the wall plate near the door to the chair storeroom controls the volume for the projector. If there is no sound, check the volume controls on the wall plate are set correctly and the Amplifier and Audio Mixer are turned on. In the rare event there still is no sound, check to make sure the volume control button on the underside of the projector is turned on (this may require using the ladder). For the large TV, if sound is not coming through the hall speakers, check the wall control, also check that the TV has not been muted on the remote controller. The amplifier and mixer in the AV room must, of course, be turned on.

At the end of your presentation, return all equipment to the proper place as indicated and follow Locking Up procedure as shown above.

Cleaning the Hall

1. Ensure all tables and surfaces are wiped over and left clean.
2. Tables and chairs are stored correctly in the designated area.
3. Empty all rubbish bins and reline with bin liners.
4. Vacuum hall floor with the central vacuum cleaner supplied.
5. The vacuum hose is located in the Chair Store room.
6. Move the vacuum hose from the chair store room into the hall and plug the hose into the hose points.

7. There are two (2) point available and are located:
 - Right side of the main hall, approximately half way down
 - In the foyer area, outside of the female toilets
8. The vacuum will turn on automatically when it is plugged in to the hose point/or switch on manually from the Chair Store room.
9. If needed, a broom, mop, bucket and dust pan & broom are located in the kitchen store room cupboard.

BBQ Area

There is a covered BBQ area available to hirers. It is located adjacent to the meeting room. The light switch is located above the BBQ.

BBQ Operating instructions

1. Press the round button on the door below the BBQ to ignite BBQ.
2. The BBQ operates on a timer; you may need to reset by pushing the button again, if the timer lapses while cooking.



BBQ area

BBQ Cleaning Instructions

Please ensure that the BBQ is cleaned after each use. Failure to leave the BBQ in a clean condition suitable for immediate use may result in a cleaning fee.

3. Ensure the BBQ is cool.
4. Scrape and remove excess food from BBQ.
5. Wipe over BBQ with damp paper towel and remove any excess food and marks.
6. Finish by wiping BBQ over with a clean damp cloth.
7. Do not use any form of commercial cleaning solutions on the BBQ surface.

Outdoor fenced grass Area


The outdoor grass area can be accessed from the main hall and is next to the BBQ area.

Defibrillator

The defibrillator is located on the wall outside the kitchen to the left side of the door.

Departure Procedure

1. Ensure all clean up procedures have been followed.
2. Toilets should be left clean and tidy.
3. Check that all external and internal doors are locked and windows are closed and locked.
4. Check that air conditioners, fans and all lights are **OFF**.
5. Ensure all equipment has been turned off (except for the fridge) and all power points are off.

- 
6. Check that everything is clean, chairs stacked, floor vacuumed.
 7. Lock passage door
 8. Close entrance door
 9. Key in 4-digit code into security pad and press – **ON** (Screen should say Goodbye)
 10. Move out quickly and lock the entrance door.

Using the Facilities

1. To avoid damage to the flooring please do not drag heavy objects across the flooring.
2. There are power points in the facility and they are located at the following locations:
 - Kitchen
 - Hall
 - Store/Change room
 - Foyer

Emergency Evacuation

1. In the case of an emergency, you as the Hirer are responsible for the emergency evacuation of those attending your event and ensuring that all participants go to the designated emergency assembly area as indicated in the facility's evacuation diagram.
2. Ensure no person re-enters the Facility until clearance is given by Emergency Services or Council Officers.
3. Evacuation plans must not be removed from the walls or covered over.

Incident Reports

All incidents at the Facility must be reported to Council within 24-hours on Council's customer service line (02) 4868 0888 or email: mail@wsc.nsw.gov.au. An Incident report forms needs to be completed and returned to Council. These forms are located in a holder on the table near the alarm pin pad.

FACILITY CHECKLIST

Name of Facility: East Bowral Community Centre

Name of room hired: _____

Name of Hirer / Group: _____

Date: _____

Please complete this Facility Checklist at the start and completion of your hire.

Arrival / Set-up	Yes / No	Comment
All emergency equipment available;		
• Fire hose reel, extinguisher and fire blanket		
• Emergency Evacuation Diagrams		
• All Emergency Exit Lights		
Facility and amenities clean and undamaged;		
• doors, windows and blinds		
• foyer area, meeting room and hall undamaged		
• amenities clean and accessible		
• store room, tidy and accessible		
• Kitchen clean and undamaged.		
Departure / Pack-up		
All cleaning procedures completed		
Empty all rubbish bins and reline with bin liners.		
Please remove all rubbish from the facility.		
Toilets should be checked to ensure they are being left clean and tidy.		
Ensure all equipment has been turned off.		
Turn off Heating / Air Conditioner		
Close and lock windows.		
Turn off the lights.		
Check all doors are locked and set alarm.		
Exit the building as soon as this has been done and lock the main entrance door.		

This Facility Checklist must be returned to the Booking Officer.