

Use of Scots Church Community Centre

Thank you for your interest in using the Scots Church Community Centre!

Please note that as we are a Christian Church the Community Centre is available for all community events and groups except for other religious celebrations.

- Please call the Church Office on 07 3262 1230 to gain three digit code for external key safe.
- The key safe is located at the external gate of the Community Centre.
- Please call the Church Office on 07 3262 1230 if you require looking over the facilities before your event.
- Please return the Community Centre to a tidy state 'as you found it' including washing and returning all kitchen items, tables to an upright position, floors swept/vacuumed, and toilets checked.
- As a number of groups use the Centre please double check the toilet paper and towels **before** your function begins. Spare toilet rolls and rolls of hand towel paper are located in the men's toilet shower cubicle.
- If using hot water urns, lights and other electrical equipment, please double check that these are switched off before leaving the premises.
- Donations for use of the hall can be paid via direct deposit. We recommend at least \$50 per event to assist with the ongoing upkeep of the Community Centre facilities.

Direct Deposit details

BSB No: 084004

Account Number: 508402254

Account Name: Scots Presbyterian Memorial Church

Reference: Com Centre Donation

- Please note that we are currently purchasing new tables. To use the new large white folding table on wheels please **pull the black bar** to both open and fold down table top.