

Community User Agreement

Murray Conservatorium and (insert name)

Date:

Enriching lives and communities through quality music education

Introduction:

This agreement is between Murray Conservatorium Inc. and **(insert name)**

Purpose of Agreement:

This document is to formalise provision of rehearsal space and/or equipment hire for **(insert name)** by Murray Conservatorium.

Responsibilities:

Murray Conservatorium Responsibilities:

- Provide free or subsidised rehearsal and meeting spaces and/or small equipment for not-for-profit community users at the discretion of the CEO and Operations Manager.
- Provide free or subsidised access to large equipment onsite at the Conservatorium for not-for-profit community users at the discretion of the CEO and Operations Manager.
- Other corporate services will be charged at the applicable rate.

Community User/Group Responsibilities:

(insert name) will:

- Check availability and book with Murray Conservatorium admin and sign this agreement:
 - o At least 2 weeks prior to the requested use of the venue/small equipment
 - o At least 4 weeks prior to the requested use/removal of large equipment (e.g. Timpani)
- Ensure compliance with relevant Murray Conservatorium policies and *Community User Handbook*. Policies can also be viewed in the Conservatorium office. Policies include, but are not limited to, WHS, Child Protection, Code of Conduct.
- **Where applicable, pay bond, insurance, hire fees and any other applicable costs (details on application) in advance of using the Conservatorium building or equipment**
- **Recognise the support of Murray Conservatorium in programs, advertising, social media and associated materials by prominently displaying the Conservatorium logo in the format as supplied by the Murray Conservatorium, and verbal acknowledgement on day of performances/events.**
- To ensure the safety and preservation of our instruments, grand pianos must remain on Murray Conservatorium premises
- If using the piano donated to Murray Conservatorium by the Ruth Whyte Memorial Bequest, also acknowledge the support of the Ruth Whyte Memorial Bequest by displaying its logo, as provided.
- The Community User agrees to indemnify the Murray Conservatorium against any liability, claims, damages, costs, or expenses arising from or related to the Community User's activities, actions, or omissions.
- The Community User will provide the Murray Conservatorium a Certificate of Currency for Public Liability and contents Insurances prior to the event/equipment usage.
- Any cost incurred due to damage, loss or theft of equipment during the loan period is the responsibility of the borrower
- The borrower will notify the Murray Conservatorium office as soon as possible regarding any faults or damage to a hired item.

Community User Agreement

- The borrower is responsible for the safety and general upkeep of the equipment borrowed including tuning, the replacement of strings, reeds and other consumables such as rosin and cleaning fluids.
- The loan rights of the borrower may be suspended or forfeited if the borrower does not meet the expected standards of equipment care, or if the borrower has failed to comply with the terms of this agreement.
- The Conservatorium may suspend or forfeit the borrower's loan rights if it reasonably determines the borrower has published or communicated defamatory statements about the Conservatorium (including its staff, students, or partners) in any medium, without limiting any other remedies available at law.
- Where agreement conditions are not met, future hire arrangements may be affected
- The Conservatorium reserves the right, where appropriate and permitted by law, to decline or withdraw approval for a loan, use, or booking. While reasons may not always be provided, decisions are made with consideration for the safety, availability, and smooth operation of our facilities.

Hirer initials

Community Music

Intended purpose of Room / Equipment hire	
Name of the event / Community User Group	
Date of the Event	
Dates for Equipment Hire	
Is this a paid performance	
Who will be the signatory of the Agreement	
How will the Murray Conservatorium be acknowledged for supporting the event and/or use of equipment?	

Instrument/Equipment on loan

Item Barcode	Instrument/Equipment	Item Barcode	Instrument/Equipment

Community User Agreement

Hirer initials

Public Liability and contents Insurance: I have attached my certificate/s of currency to this document/email Yes ☐

I agree to acknowledge the support of the Murray Conservatorium Yes ☐

Bank account details for bond refund where applicable:

BSB

Account Number

Account Name

By signing this Community User Agreement Form (CUAF) I understand my responsibilities outlined in the dot points listed above.

Name:

Date:

Signed:

Murray Conservatorium Manager

Name:

Date:

Signed: