

# EcoCentre Venue Policy

The Port Phillip EcoCentre Inc is a not-for-profit “umbrella” environment organisation which aims to *facilitate awareness and local action for sustainable living to protect and enhance biodiversity.*

We provide:

- a base, resources and support for community environment groups;
- information, activities and education on practical sustainable living; and
- facilitate research, monitoring, sustainable development and other collaborative projects which enhance the natural environment.

## Who can use the EcoCentre?

All users who book an area of the EcoCentre for their exclusive use, must be either individual/ affiliate members, sponsors and/or be demonstrably active in furthering our core objectives.

Disability access is provided by the access ramp at the Blessington Street entry; and the wheelchair accessible toilet.

The ‘Venue Use Matrix’ (below) enables prospective users to determine if their ‘activity’ fits within the EcoCentre’s Mission. Activities with a rating of 5 or more are automatically accepted as appropriate uses. Any activities with a rating of less than 5 do not comply with the EcoCentre’s mission and therefore will not be accommodated.

	Planning / delivering practical environment solutions (5)	Environment education & Promotion (4)	Community capacity building (3)	Health promotion (2)	Individual therapies (1)
EcoCentre teams, affiliates & sponsors (5)	10	9	8	7	6
EcoCentre & affiliate group members; ongoing contributors to EcoCentre (4)	9	8	7	6	5
Gov Agency delivering community & environment services (3)	8	7	6	5	4
Not-for-profit group or individual not otherwise involved in EcoCentre (2)	7	6	5	4	3

## Cost (GST inc) for non-members or non-affiliated groups

**First Hour** \$44.00 **Subsequent hours** \$20.00 per hour

**Half Day (4 hrs)** \$88.00

**Whole Day (8 hrs)** \$176.00

**Staff** \$44.00 per hour

**Equipment** \$15.00 per item:

1. Laptop computer (with wireless network/internet access), data projector and screen;
2. DVD player, video and TV;
3. Overhead projector and screen.

**EcoCentre Annual Membership rates** (entitling free use of the premises for approved activities):

Individual – \$16.50. Family, ‘Household – \$22.00.

Group Affiliation – \$22.00 plus \$1.10 per member with a ceiling of \$200.00 total.

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## **EcoCentre User Responsibilities**

### ***Waste Minimisation:***

- Use the non-disposable crockery and cutlery provided by the EcoCentre;
- Avoid unnecessary or non-recyclable packaging including polystyrene or, if packaging is unavoidable, use packaging that can be recycled or composted;
- There are 3 bins located in the kitchen. Put organic waste in the **green** bin; recyclable materials in the **yellow**; or hard waste in the **black** bin;
- Use the composting facilities correctly. Compost bin is located next to the kitchen sink;
- Prevent litter and keep the area around the centre litter free;
- Identify and report on opportunities for improvement.

### ***Paper Minimisation***

- Think twice before printing or photocopying and use copy paper with recycle content;
- Place any paper used on one-side in the re-use recycling tray in the Resource Room;
- Put all unwanted paper and cardboard in the recycling bin.

### ***Water Conservation:***

- Only use as much water as necessary for the task;
- Do not use chemical cleaning agents in toilets, kitchen sink, shower and wash basins as this may upset the compost and worm farm systems;
- Report leaky taps or other drain faults to EcoCentre personnel.

### ***Energy Conservation:***

- Turn off lights when not required;
- Turn off electrical equipment when not in use for longer than 15 minutes;
- Switch off computer monitors when not in use;
- To conserve heat in winter, close external doors and draw curtains when leaving the building;
- Open curtains when entering the EcoCentre so the sun can heat up the house.

### ***Respecting the Surroundings:***

- Clean up after yourself;
- Ensure your activities don't diminish the passive recreational enjoyment of neighbouring areas in St Kilda Botanical Gardens;
- Ensure respectful interaction with other EcoCentre users or visitors;
- Ensure the building is locked and security alarm on when leaving the building unattended.