

Trust Waikato Community Meeting Rooms – Conditions of Use

Trust Waikato’s community meeting rooms are available for community organisations to use. Like any shared space, there are a few conditions in place to ensure groups using our facilities have a smooth, safe, and enjoyable experience. Upon accepting your booking, you are agreeing to the below conditions.

TIMING OF BOOKINGS

Trust Waikato’s normal office hours are from 8.30am to 5pm. Regular users of our meeting rooms may be able to book outside of these hours following a full induction. Bookings can be made in blocks with time allowed between meetings for cleaning and set up. Timeframes include:

- Two-hour blocks
- Half Day (9am to 12.30pm or 1pm to 4.30pm)
- Full Day (9am to 4.30pm)
- After hours (with prior approval and full H&S induction)

BOOKINGS AND ROOM CAPACITY

To view meeting rooms and request a booking please visit <https://www.trustwaikato.co.nz/room-bookings-covid-level-2>

RULES OF USE FOR COMMUNITY ROOMS

- From 1 January 2022, anyone entering the Trust Waikato building will need to provide their My Vaccine Pass. On arrival everyone will need to scan the Covid Tracer App and sign into the visitor kiosk. In addition to this, the group booking holder/organiser will also need to verify all attendees’ My Vaccine Passes by either sighting or scanning these. They will then be required to fill out the document located in their booked room and hand this to Trust Waikato staff prior to starting their event/meeting. (When making your booking please allow enough time for this.)
- Trust Waikato operates a no alcohol and no smoking policy for use of the Community Meeting Rooms.
- Trust Waikato rooms are not to be used for any commercial/business or sales-based events.
- As the meeting host, please ensure your occupancy numbers do not exceed recommended booking limits and make sure you are only using the room that you have booked.
- Please confirm the primary contact for your event if this person is different to the booking holder. This is the person who will be on site, responsible for the people attending your event, and making sure everyone in your group understands and follows Trust Waikato’s Health and Safety Guidelines, which includes the requirement of all participants being fully vaccinated.
- The primary contact must be available for follow-up with Trust Waikato staff, if required.
- Please ensure materials and any catering brought in for your event are removed afterwards and the areas you have used are clean and tidy for the next group to enjoy. This includes wiping down all tables and surfaces before you exit the building.
- Only those attending your event should be given access to Trust Waikato meeting facilities.
- You are welcome to use the ground floor kitchen and equipment. We will provide the basics in tea, coffee and sugar. Please leave the kitchen clean, with the dishwasher loaded and switched on before you leave.

GENERAL CONDITIONS OF USE

- It is important you ensure the health and safety of all persons attending your event by being familiar with Trust Waikato’s Health and Safety Guidelines. Each group’s primary contact will be provided with a housekeeping and health and safety induction.
- As the host, you must be the first person on site and the last person to leave. If you need to delegate another person in your place, please let us know who this person is. They too will need to be familiar with all health and safety requirements and conditions of use.
- In the event of an emergency during normal office hours, please follow the instructions of Trust Waikato staff.
- When booking meetings outside of office hours, please ensure your group is provided with information regarding general housekeeping and the emergency evacuation procedures in place.
- Any new hazards should be reported to the Trust’s Office Coordinator at (07) 838 2660 or by email to bookings@trustwaikato.co.nz
- Please remember this is a working environment and keep noise to an acceptable level.
- Our aim is for as many groups as possible to have access to our facilities while following the COVID-19 guidelines. This means that from time to time, we may need to move or change your bookings to ensure everyone has fair access to our facilities and we can operate safely. If this should happen, we will provide as much notice as possible.
- Limited parking is available and will be provided to you in your booking details. Please adhere to our visitor parking guidelines.