# Capricorn Conservation Council – Hut Use Guidelines

The Capricorn Conservation Council (CCC) Hut is our **environment centre** and **community hub**. While we are proud to share this space with other community groups and organisations who do not have a building of their own, please remember that the Hut is **owned by CCC** and is the heart of our organisation.

The Hut is home to:

- Our historical records and archives (dating back to CCC's establishment in 1973)
- Books, resources, and educational materials
- Office equipment and furniture
- Merchandise and items for sale to support CCC
- Personal and organisational belongings of CCC

Because the Hut is a vital part of CCC's history and daily operations, we ask all visitors and partner groups to **treat the space with kindness, care, and respect**.

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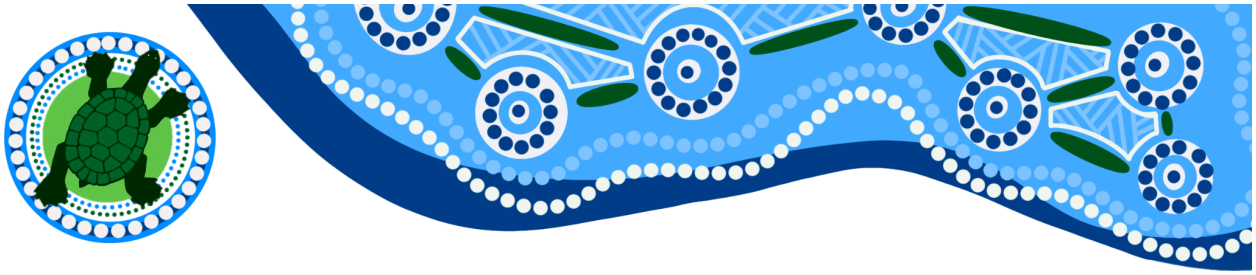
## Respecting Property and Displays

- The Hut contains important records, delicate displays, and items for sale — please handle all displays, books, and merchandise carefully.
- Nothing may be borrowed, taken, or purchased from the Hut without the **Coordinator's prior consent**.
- CCC has a **strict no borrowing policy**. In the past, borrowing of items and keys led to misplacement, damage, and misuse. To protect our property, we do not allow borrowing



under any circumstances.

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## Access and Keys

- Only approved CCC employees and committee members may be issued keys to the Hut.
- If your group requires access, you must **request this through the Coordinator by email: ccc@cccqld.org.au**. The Coordinator is the responsible person for organising access.
- You may **not** request to borrow keys from any staff or committee member — even if they hold keys. Key allocation is strictly managed by the Coordinator to ensure accountability.
- **Parking is not prohibited outside the Hut**, the exterior of the Hut is considered a Parkland and unauthorised vehicles cannot park there. The only car that can park outside the Hut is Co-Ordainter's vehicle with CCC Stickers. This decision has been made by Rockhampton **Regional Council** not CCC. Please allow time to find appropriate parking when visiting the Hut.

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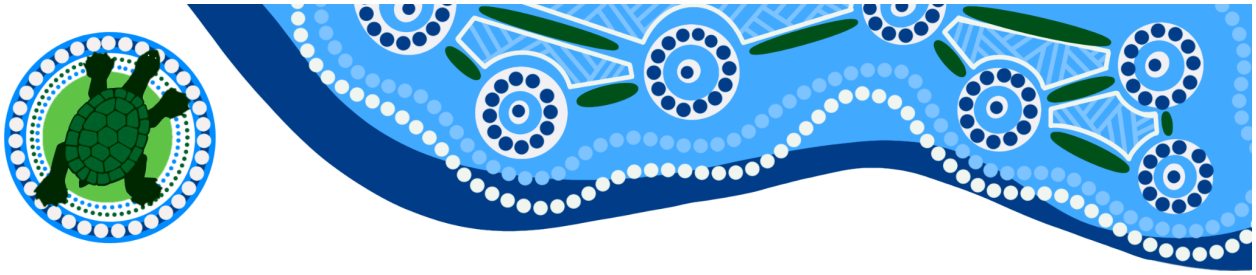
## Food, Drinks, and Supplies

- All food, drinks, snacks, toilet paper, cleaning supplies, and other consumables kept in the Hut are purchased personally and out-of-pocket by the Coordinator, **not by CCC**.
- If your group or visitors use any of these supplies, we ask that you leave a **small coin or cash donation** as a contribution. This helps replenish what is used and ensures fairness.
- Please do not assume supplies are freely available — they are provided in good faith and rely on your honesty.



## Cleaning and Tidiness

- The Hut must always be left **clean, tidy, and ready for the next group**.
- You are responsible for cleaning up **your own mess**, including after events and meetings. This includes vacuuming or sweeping floors if necessary, washing dishes, wiping benches, and returning furniture to its original layout.
- The Coordinator should not be left to clean up after other people's events in their own time.

## The Coordinator's Role

- The Coordinator is the **responsible person for the Hut**.
- All Hut access, use of items, or enquiries about property must go through the Coordinator.
- The Coordinator is providing significant **in-kind support** by personally maintaining the Hut, purchasing supplies, and ensuring the space is usable for all. This relies on trust that groups and individuals will **look after the Hut respectfully and responsibly**.

## Breach of Rules

- These guidelines exist to protect CCC's property, heritage, and the Coordinator's time.
- If these rules are not followed, CCC reserves the right to withdraw access. Groups or individuals who misuse the Hut, fail to clean up, or disrespect CCC property may **not be invited back**.

## ✅ Summary of Expectations

- Respect all property, displays, and items for sale.
- Nothing can be taken, purchased, or borrowed without consent.
- No borrowing of keys. Access must be arranged through the Coordinator via **ccc@cccqld.org.au**.
- If you use supplies, please leave a **small coin or cash donation**.
- Always clean up after yourselves.
- Treat the Hut with care, kindness, and respect.

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# Capricorn Conservation Council

# Hut User Agreement

The Capricorn Conservation Council (CCC) welcomes community groups to use our Hut, which serves as both an environmental centre and community hub. As the Hut is CCC's property and contains valuable organisational resources, this agreement sets out the conditions of use.

## 1. Respect for Property

- The Hut contains historical records, books, educational materials, office equipment, displays, and merchandise.
- Nothing may be borrowed, taken, or purchased without the prior consent of the Coordinator.
- CCC has a **no borrowing policy**. No items or keys may be borrowed under any circumstances.

## 2. Access and Keys

- Only approved CCC employees and committee members may hold keys.
- All access must be requested through the Coordinator by email: **ccc@cccqld.org.au**.
- Keys must not be requested from staff, committee, or the Coordinator directly.

## 3. Supplies and Donations

- All food, drinks, snacks, toilet paper, and cleaning supplies are personally purchased by the Coordinator, not by CCC.
- If your group uses any of these items, a **gold coin or cash donation** is requested to help replenish supplies.

## 4. Cleaning and Tidiness

- Groups are responsible for cleaning up after themselves. This includes washing dishes, wiping benches, removing rubbish, vacuuming/sweeping floors, and returning furniture to its place.

- The Hut must be left clean, tidy, and ready for the next group.

## 5. Coordinator's Role

- The Coordinator is the responsible person for the Hut.

- All enquiries about access, items, or use of the space must go through the Coordinator.

## 6. Breach of Agreement

- Failure to follow these rules may result in your group being refused further use of the Hut. CCC reserves the right to withdraw access at any time if these guidelines are not respected.

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**Acknowledgement**

By signing below, your group agrees to abide by the Hut User Agreement and to treat the Hut, its contents, and CCC's property with respect.

**Group/Organisation Name:** _____

**Representative Name:** _____

**Signature:** _____ **Date:** _____