



# Preston Hub

**A community  
space designed to  
create opportunities  
for local residents.**



Located at 137 High Street, Preston, the Hub will be used by a number of different community organisations. As a Housing Choices resident you will have the opportunity to use the Hub **every Friday**. Make sure you check out the timetable and book a week in advance.



## When can you use the Hub?

The Hub has a timetable for each room. These timetables will be updated weekly and displayed in the window of each room and will also be available in the Preston Hub section on the Housing Choices website.

The timetable will explain how you can book and participate in activities organised by other organisations on those days. We encourage you to attend these programs and activities - check out the timetable!

You will also notice that certain times are allocated for 'Housing Choices'. This time is exclusively for you!

Remember - **Friday is my day!**

Each Friday Housing Choices residents will have the opportunity to book the room or attend an event or activity organised by Housing Choices.

On days allocated to Housing Choices the timetable may display the following:

**Housing Choices Social** - This means the room is available for any Housing Choices resident.

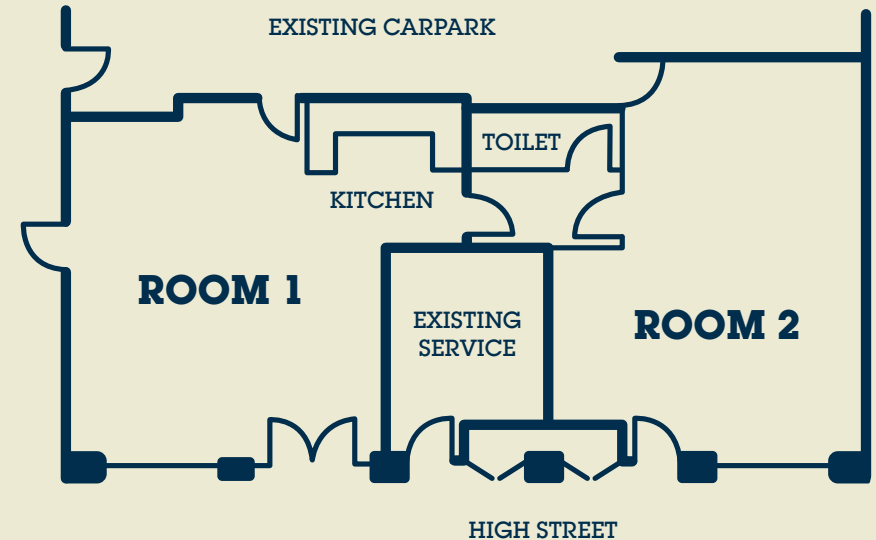
**Housing Choices Private** - This means that a resident has booked the room for personal use.

**Housing Choices Event** - This means that a resident or Housing Choices has booked the room for an activity and anyone is welcome to join. When possible we will also display the activity details.

If there is an empty space on the timetable for Housing Choices days, then you can book! Just remember, you have to book a week in advance.

The Hub is open on Monday to Friday, 9am - 5pm.

## There are two spaces available: **Room 1** and **Room 2**.



### **ROOM 1**

- Fully equipped kitchen
- Large fridge
- Dishwasher, two ovens and cooktops
- TV and DVD player
- Larger floor space
- Tables and chairs

### **ROOM 2**

- 3 computers (accessible by residents)
- Art Wall displayed in window
- Tables and chairs

# What can you use the Hub for?

## A community activity

Cooking together, knitting, social groups, etc.

## Personal use

Using the computers, art, recreation

## Host an event

A morning tea, charity fundraiser, or use your skill to teach other residents

The Hub is primarily a space for community use and if personal time is requested, we may ask that the room also be made available to other people at these times.

## How do you book a room?

Call Housing Choices on **1300 312 447** and ask to book the Preston Hub. You will then be transferred to the appropriate person. Once you have booked the room you will receive a letter in the mail outlining the times booked and the details of your booking.

## How do you get into the room?

You will need to collect a key from the Preston Office, next door to the Hub. If you have booked the room, you are responsible for picking up the key and returning it. When collecting the key you will be required to sign the key out and by doing so you take responsibility for using the space correctly.

When you are finished you will need to return the key to the Preston Office and sign the key back in before the end of your booking time.

# Want to have more involvement in the Hub?

A Preston Hub working group has been established and we welcome residents to be part of this group. You can have your say about how the Hub is used, what works, what doesn't and provide feedback. If you would like to know more, contact the Community Development Coordinator on **1300 312 447**.



# What are the Rules?

Below is a list of rules to remember when using the space. These rules apply to anyone using the space. If you make a booking you are also responsible for your guests.

## Maintenance & Damages

1. The user is responsible for any damage incurred at the property during their allocated time of use.
2. The user is responsible for ensuring the Preston Hub is left in the same condition as when they entered the property.
3. The user is responsible for removing all equipment or storing it safely at the end of each allocated time.
4. Housing Choices will ensure that basic cleaning and rubbish collection is undertaken as part of existing arrangements at the property.
5. The user is responsible for reporting all maintenance to Housing Choices.
6. No alterations can be made to the property without the consent of Housing Choices.

## Facilities

7. The user must ensure that the blinds are open during use and down upon leaving the property.
8. The user only has access to allocated storage lockers and cupboards.
9. The user must respect all items, artwork and any other belongings located at the property.
10. The user is responsible for ensuring all electrical equipment, lighting and heating and cooling is off when leaving the property.
11. The user shall not accumulate rubbish on or in the Preston Hub, the car park or footpath.
12. No smoking, alcohol or loud music is permitted inside the Preston Hub.
13. The approval of Housing Choices (which must not be unreasonably withheld) must be obtained before any furniture or heavy articles are moved into or out of the building or into any one of the lifts servicing the building.
14. The user must not cover, obstruct, manipulate, interfere with, control or attempt to control any electrical, mechanical, fire or other equipment affecting the property.

# What are the Rules?

## Kitchen

15. The user must comply with all relevant safety signs and OH&S requirements.
16. The user must ensure that all dishes are cleaned and put away at the end of allocated time of use.
17. The user must ensure no food or spillages are left when leaving the property.

## Facilities

18. The user of Room 2 must ensure door access between Room 1 and Room 2 is always available to allow access to the toilets from both rooms.
19. For people requiring use of a disability toilet, the user is responsible for providing access to the disability toilet located on the ground floor of the building.
20. Each organisation using the space has been given an access key to the disability toilet. Individuals will be required to see Housing Choices staff in the office next door to gain access.

## Access & Security

21. The business hours of the Preston Hub are 9am – 5pm, Monday – Friday.
22. All doors at the property must be securely fastened on all occasions when the Preston Hub is left unoccupied and Housing Choices reserves the right to enter and fasten any doors that are left unfastened or insecurely fastened.

## Breaking the rules

23. If you break the rules you may no longer be eligible to use the space in future.
24. If you or your guests damage property you will be invoiced for the cost to repair the damage.



# Get in contact with us.

## **HOUSING CHOICES AUSTRALIA**

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## **PRESTON HUB**

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[www.housingchoices.org.au](http://www.housingchoices.org.au)

