|  |
| --- |
| **Volunteer Management Committee Venue Usage Report**  |
| The Volunteer Management Committee is required to submit usage reports to Sutherland Shire Council. Please complete the user list and outline a typical weekly schedule for the venue using the below form.  |
| **Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **User group list**Please complete the below table for each hire group. In the typical days, typical hours and hirer type column circle the most relevant options |
| **Indicator** | **Hire Group Name** | **Typical Days** | **Typical Hours**  | **Hirer Type** |
| **A** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **B** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **C** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **D** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **E** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **F** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **G** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **H** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **I** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **J** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **K** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **L** |  | Mon / Tues / Wed / Thurs / Fri / Sat /Sun | per week / month | Private / Community / Commercial |
| **TYPICAL HOURS** |
| Fill in the typical weekly schedule for the venue, by using the above hire indicator letter to mark when each hirer uses the venue.  |
| TIME | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 7:00am |  |  |  |  |  |  |  |
| 8:00am |  |  |  |  |  |  |  |
| 9:00am |  |  |  |  |  |  |  |
| 10:00am |  |  |  |  |  |  |  |
| 11:00am |  |  |  |  |  |  |  |
| 12:00pm |  |  |  |  |  |  |  |
| 1:00pm |  |  |  |  |  |  |  |
| 2:00pm |  |  |  |  |  |  |  |
| 3:00pm |  |  |  |  |  |  |  |
| 4:00pm |  |  |  |  |  |  |  |
| 5:00pm |  |  |  |  |  |  |  |
| 6:00pm |  |  |  |  |  |  |  |
| 7:00pm |  |  |  |  |  |  |  |
| 8:00pm |  |  |  |  |  |  |  |
| 9:00pm |  |  |  |  |  |  |  |
| 10:00pm |  |  |  |  |  |  |  |
| 11:00pm |  |  |  |  |  |  |  |
| 12:00am |  |  |  |  |  |  |  |

****