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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |  |  |  | |  | |  |  | |  |

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