



## U3A Sunshine Coast

### Hubs Development Sub Committee

#### Typical (minimum) Facilities Requirements – District Hubs

Item	Essential	Desirable	Unacceptable
<b>1. Lecture Room</b>	<ul style="list-style-type: none"> <li>a. Seating for 60</li> <li>b. Sound system to include hearing loop</li> <li>c. Inbuilt projection equipment</li> <li>d. White board</li> <li>e. Lectern</li> <li>f. Approved fire /safety status</li> <li>g. Access for Disabled</li> </ul>	<ul style="list-style-type: none"> <li>a. Stackable seating and tables</li> <li>Multi-purpose – to accommodate up to 80 people doing yoga, but with a folding partition on a track to divide it into 2 when desirable.</li> <li>Lockable cupboards for equipment storage.</li> </ul>	<ul style="list-style-type: none"> <li>a. Inadequate comfort in seating</li> <li>b. Poor acoustics</li> <li>c. Adjacent to industrial activity rooms or buildings</li> <li>d. Noise and dust hazards</li> </ul>
<b>2. Tea Room</b>	<ul style="list-style-type: none"> <li>a. Approved by Health Dept.</li> <li>b. Seating for groups</li> </ul>	<ul style="list-style-type: none"> <li>Small, but large enough for a table with approx. 4-6 chairs for small meetings. (e.g. sub committee meetings) Must have sink and water etc.</li> <li>Dishwasher and several tables so members can have coffee or lunch there after a lecture/activity</li> <li>Ecologically acceptable services</li> </ul>	<ul style="list-style-type: none"> <li>Plastic cups/ utensils</li> </ul>
<b>3. Tutorial Room</b>	<ul style="list-style-type: none"> <li>Tutorial room may be desirable but not essential in first few years</li> </ul>	<ul style="list-style-type: none"> <li>a. Suitable for e.g. Computer classes</li> <li>b. Size up to 12 people</li> <li>c. Internet access</li> <li>d. Acceptable acoustics</li> </ul>	<ul style="list-style-type: none"> <li>See items for Lecture room above</li> </ul>
<b>4. Storage Area</b>	<ul style="list-style-type: none"> <li>Lockable area that can accommodate 60 stackable chairs and associated tables.</li> </ul>	<ul style="list-style-type: none"> <li>Essential is necessary, particularly if shared facilities.</li> </ul>	<ul style="list-style-type: none"> <li>No area to move chairs and tables to. If that cannot be done the facility is limited to seated activities.</li> </ul>
<b>5. Office Space</b>	<ul style="list-style-type: none"> <li>a. Minimum one computer &amp; desk</li> <li>b. Internet access</li> </ul>	<ul style="list-style-type: none"> <li>a. Separate room or alternatively shared space in tutorial room</li> <li>b. Mobile phone?</li> <li>c. Preferably close to Tea Room – may be shared with tea room with partition.</li> <li>d. Sufficient room and facilities (eg wifi) so volunteers could do admin work one or two times a week.</li> </ul>	



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<b>6. Tenure</b>	a. Permanent lease	a. Long term rental b. Govt. owned community centre c. Leased from institution (e.g. church)	a. Short term rental b. U3A Site ownership c. commercial leasehold
<b>7. Location</b>	a. Near public transport b. Centrally located c. Close Car park area or own car park area	Near shopping precinct	Site in industrial zoned area
<b>8. Administration</b>	a. Controlled by U3A	a. By local U3A volunteer – reception officer / Tutor/Course Co-ordinator for Hub	Controlled by other organisation
<b>9. Toilet Facilities</b>		On site	