



## USE OF ROOMS AT AUCKLAND REGIONAL MIGRANT SERVICES (ARMS) Three Kings Plaza – Three Kings - Auckland

1. For safety reasons, please ensure that you do not have more people than the maximum number designated.
2. **Toilets** are available for people using the rooms. These are located through the back entrance (next to the Training Room). Other public access toilets are located outside the Thirsty Whale and adjacent to the Car Park. Staff Only toilets are for staff.
3. **Cleaning of Rooms** – We request that all people using our Rooms ensure that the rooms are left clean and tidy and the removal of any rubbish, before vacating the premises. If the room is left untidy, then a \$20 cleaning charge will be incurred.
4. **Use of Kitchenette** – Arrangements need to be made at the time of booking when using the Kitchenette.
5. **Access After Hours** – As ARMS is inside the Three Kings Plaza, we are constrained by the opening hours of the Plaza which is 8.30am to 5.30pm Monday to Friday. Access outside of these hours and in the weekends will require extra procedures to be arranged. An additional charge of \$20 will be made for use of the Rooms outside of the Plaza hours. If you have booked to use the room(s) on a regular basis which falls outside of the Plaza hours, then the \$20 will be a one-off charge. You will need to note this information to the Reception when booking rooms outside of Plaza hours.
6. **Booking Procedure** – For booking a room or rooms at ARMS Three Kings – contact Reception on 09 625-2440 or email at reception @arms-mrc.org.nz
7. **Cancellation or Change of Booking** – Please advise us at least one week in advance should you no longer need the room or wish to change the booking schedule.
8. **Smoke Free** – The whole of the Three Kings Plaza building is a smoke-free complex.
9. **Emergencies** – Should the alarm go off when you are using the rooms, you will need to vacate the building and meet out in the Car park opposite the Three Kings Cafe. Check with Reception on these details when booking the room.
10. **Children** – must be supervised at all times when in the ARMS Three Kings Centre.
11. **Personal Belongings** – ARMS takes no responsibility for any personal belongings or equipment are brought to the Centre by you or your group
12. **Tea / Coffee** – ARMS can provide your group with Tea / Coffee, and these will be an additional charge to hiring of the room(s).
13. **Room Hire Rates** – Rates vary depending on the type of organisation and time. The large Training Room (1 & 2) is between \$25 and \$50 per hour; the small meeting room between \$8 and \$16 per hour.