# Timetable of facility use

Multicultural Infrastructure and Security Program (MISP)

Please complete the tables in the template listing:

• **Normal facility use:** all uses of your organisation’s facility in an average month in 2025.

• **Special events:** all use of the facility on an average yearly or irregular basis in the last 3 years.

For more information on what details to include in this template, see the **Mandatory documents** section of the [2025-26 MSIP guidelines](https://www.vic.gov.au/2025-26-multicultural-infrastructure-and-security-program).

## EXAMPLE:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***When the activity / event is held and the frequency of the activity / event*** | ***Name of the activity / event***  *(Include activities and events held at your facility in an average month)* | ***Start Time***  *(e.g. 9am or 7:30pm)* | ***End Time***  *(e.g. 9am or 7:30pm)* | ***Total Time in Hours***  *(e.g. 1.5 hrs)* | ***Number of People Attending*** | ***Groups participating in the activity / event***  *(e.g. All, Seniors, Youth, Women, Men etc.)* |
| *Mondays fortnightly* | *Mums and Bubs* | *10am* | *12:30pm* | *2.5* | *10* | *Women & Babies* |
| *Every Tuesday* | *Dance Practice* | *6pm* | *7:30pm* | *1.5* | *50* | *Youth, Male and Female* |
| *Every second Thursday* | *Cooking Demonstration* | *2pm* | *4pm* | *2* | *20* | *Women* |
| *Every Saturday* | *Saturday Morning Prayer Service* | *9am* | *10.30am* | *1.5* | *80* | *Families* |
| *Every Saturday* | *Kids Club* | *10:30am* | *11:30am* | *1* | *20* | *Children (10 and under)* |
| *Every Saturday* | *Youth group* | *2pm* | *4pm* | *2* | *25* | *Youth, Male and Female* |
| *Last Sunday of each month* | *Men’s Health Event* | *6pm* | *9pm* | *3* | *60* | *Men* |
| ***TOTAL – Normal facility use*** | | | | ***13.5*** | ***265*** |  |
| *Every February* | *Lunar New Year Festival* | *5pm* | *10pm* | *5* | *150* | *Families* |
| *Every September* | *Spring Festival* | *5:30pm* | *7:30pm* | *2* | *170* | *Families* |
| ***TOTAL – Special events*** | | | | ***7*** | ***320*** |  |

## Timetable of facility use:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation name:** |  | **Contact person name:** |  |
| **Project title:** |  | **Contact email address:** |  |

**Please add more rows if required.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **When the activity / event is held and the frequency of the activity / event** | **Name of the activity / event**  (Include activities and events held at your facility in an average month) | **Start Time**  (e.g. 9am or 7:30pm) | **End Time**  (e.g. 9am or 7:30pm) | **Total Time in Hours**  (e.g. 1.5 hrs) | **Number of People Attending** | **Groups participating in the activity / event**  (e.g. All, Seniors, Youth, Women, Men etc.) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL – Normal facility use** | | | |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL – Special Events only** | | | |  |  |  |