

# Wagga Wagga City Council

## HIRING OF A COUNCIL COMMUNITY CENTRE OR HALL POLICY

<b>POLICY NUMBER</b>	POL 061		
<b>ORIGINAL APPROVAL DATE</b>	9 November 2015		
<b>RESPONSIBLE MANAGER</b>	Manager Information & Customer Service		
<b>RESPONSIBLE DIRECTORATE</b>	Finance		
<p>This document is to be reviewed every four years or in the first twelve months of the new term of Council whichever is the earliest. Next Review Date: September 2020</p>			
<b>Revision number</b>	<b>Issue Date</b>	<b>Council Resolution</b>	<b>Council Meeting Date</b>
1	9 November 2016	Res No: 16/015	29 February 2016
2	July 2017	E-Team	27 July 2017
3	August 2017	Res No: 17/279	28 August 2017

## PART 1: INTRODUCTION

The Hiring of a Community Centre or Hall Policy provides a framework for the management of the hiring of Council's Community Facilities.

All hirers of Community Facilities will be required to enter into an agreement with Council and comply with the set terms and conditions of hire and ensure payment of all fees and charges prior to using the facility.

### 1.1 Policy Objectives

The Policy aims to ensure that a range of user groups have fair and equitable access to Council's Community Facilities.

The Policy outlines the use, occupancy arrangements and management of the hire of the following Council owned and operated Community Facilities by people and groups without a current license agreement for the facility:

- Glenfield Community Centre
- Senior Citizens Centre
- Lake Albert Hall
- Ashmont Youth Hub
- Equex Rugby League Clubroom
- Wagga Netball Centre Clubroom
- Jubilee Park Clubrooms

Facilities not listed above are either leased by Council's Property division or they are responsibility of the local Village Management Committees.

### 1.2 Scope of Policy

Council's Community Facilities will be hired to residents, locally based groups, not for profit organisations, community organisations and businesses that provide community development programs and services. Council is committed to providing and maintaining a range of community facilities for hire for the purpose of holding community meetings, activities, religious events, cultural events and programs. The Community Facilities are available for activities where there is a demonstrable community benefit to community development outcome.

The Community Facilities will not be available for hire to individuals for social gatherings or parties involving the consumption of alcohol. Bookings will be accepted for events such as anniversary celebrations, baby showers, afternoon tea, fundraising activities and other similar events. The acceptance of a booking for a social gathering will be based on the information provided to the bookings officer.

Council's Community Facilities are not to be used for the purpose of holding any activities that may be deemed discriminatory or racially intolerant.

## 1.3 Definitions

**Community Facility** means Council owned Community Centres or Halls covered in this process.

**Hirer** is any group or individual or business entering into an agreement for use of a Community Centre or Hall.

**Public Liability insurance** is required from Hirers using the facilities for sporting activities or operating a business from a facility e.g. Karate classes, Tai Chi classes, Personal Trainers, basketball and Yoga classes.

**Bonds** are charged to Hirers using the facility for private functions or sporting groups holding functions for club events. The Bond rates are listed in Council's current Revenue and Pricing Policy.

## 1.4 Legislative Context

- Local Government Act 1993 (Division 2 – Part 2 – Section 35)
- Local Government Act 1993 (Division 12 – Part 1 – Section 356)
- Local Government (General) Regulations 2005 (Division 5 – Part 2 – Section 49)

## 1.5 Related Documents

- CS.CS.40 Community Centre/Hall Hire Process
- POL 078 Donations under Section 356 of the Local Government Act – Part 2.5
- Application to Hire a Community Centre or Hall
- Conditions of Use for Community Centre or Hall Hire
- Council's Revenue and Pricing Policy.
- Pre-Hire Inspection Report

## 1.6 Responsibilities

**1.6.1** Council is committed to providing well-maintained, fit for purpose buildings and related infrastructure to hirers of Community Centres or Halls.

**1.6.2** Hiring of Council's Community Centres or Halls is to be fair and equitable for all user groups at these facilities.

## 1.7 Reporting Requirements

Bookings for the Community Facilities are recorded on Council's Facilities Booking Program which can report on the amount of usage and wear and tear of each room at each community facilities.

A Pre-Hire Inspection Report is completed by Hirers prior to the start of each booking. The Pre-Hire Inspection Report helps manage the Hirers responsibilities when hiring the facilities such as risk assessment, Hirers cleaning requirements and maintenance reporting. Hirers are to complete these details and report any incidents to Council within 24 hours of their booking.

## 1.8 Review procedures

This Policy is subject to review on a 4-year basis or earlier in the event of major changes to legislation or related policies/procedures or if deemed necessary by the General Manager. The review of the Policy is responsibility of the Manager Information and Customer Service.

## PART 2: POLICY CONTENT

### 2.1 General Provisions

Hirers of Community Facilities will be required to enter into an agreement with Council and comply with the set terms and conditions of hire stated in the Conditions of Use for Community Centre or Hall Hire.

This policy will not apply to sporting clubs using these facilities in the conduct of the regular activities of the sporting club.

Fees and Charges will be applied to hire of Community Facilities in accordance with Council's current Revenue and Pricing Policy.

The Community Facilities will not be available to hire to individuals for social gatherings or private parties involving alcohol consumption and functions where there is no demonstrable community benefit or community development outcome.

Council's Community Centres and Halls are available for hire between the hours of 7am and 11pm Sunday to Thursday. On weekends, the Community Centres and Halls are available between 7am and 12.00am midnight on Friday and Saturdays.

Hirers are required to pay for any damage or cleaning costs incurred during the duration of their booking. Bonds will be fully refunded to the Hirer only if the hire conditions have been met. In the circumstances the damage costs being in excess of the Bond the Hirer will be requested to cover all costs. (As per the Conditions of Hire for Community Centres and Halls).

Hirers requesting to have their fees waived are to submit a written request to Council's General Manager, as per Council's POL 078 Donation under Section 356 of the Local Government Act, Part 2.5.

## 2. PROCESS

