Community Hall Hire
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<thead>
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<th>CR15/64371</th>
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<tbody>
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<td>Council Policy</td>
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<tr>
<td><strong>Responsible Director:</strong></td>
<td>Director Community, Planning &amp; Communications</td>
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<tr>
<td><strong>Responsible Officer(s):</strong></td>
<td>Manager Community Development</td>
</tr>
<tr>
<td><strong>Initial Adopted Date:</strong></td>
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<td>November 2015</td>
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1 Purpose

1.1 The Community Hall Hire Policy (the “Policy”) is a framework for the types of use and fee structure for the hire of Prospect Community Hall, Nailsworth Community Hall and Cottage Community Room.

2 Definitions

2.1 Community Hall is any one of the three community facilities managed and maintained by Council as detailed in the Scope of the Policy.

2.2 Hirer is any Club or Community Group, Incorporated Association or Business entering into an agreement for use of a Community Hall.

2.3 Locally Based refers to organisations that conduct more than 50% of their activities in the City of Prospect geographic area and/or exist for the primary benefit of local residents.

2.4 Community Benefit Activities refers to those bookings that provide a significant contribution towards the achievement of Council’s Strategic Plan.

2.5 Club or Community Group refers to a formal or informal alliance of individuals that have come together because of common interest/s.

2.6 Incorporated Association refers to a club or community group that has become incorporated; it has become a ‘legal person’ – that is, a legal entity that stays the same even if its members change. It can enter into contracts in its own name; for example, to borrow money or buy equipment. Individual members of the association are protected from legal liabilities of the Association.

2.7 A Not for profit refers to a Club, Community Group or Incorporated Association that does not distribute money to its members as profit.

2.8 Community Art refers to artistic activity based in a community setting, art making practice, emphasizing community involvement and collaboration. Community art is most often art for social change and involves some empowerment of the community members who come together to create artwork/s with artists.

2.9 Local business refers to privately owned corporations, partnerships, or sole proprietorships that are based within the geographic boundaries of City of Prospect.

3 Scope

3.1 The Policy applies to the hire of:

- Nailsworth Community Hall - 31 D’erlanger Ave, Nailsworth
- Prospect Community Hall - Rear of Civic Centre, 128 Prospect Road, Prospect
- Cottage Community Room – Rear of Library, 1 Thomas Street, Nailsworth
4 Legislative and Corporate Requirements

4.1 The Community Hall Hire Policy is to be read and implemented in conjunction with Council’s other relevant policies, strategies and documents, including:

4.1.1 Terms and Conditions of Hire
4.1.2 Fees and Charges Register
4.1.3 Strategic Plan
4.1.4 Children and Vulnerable Persons Policy

5 Policy Statement

5.1 Council is committed to maintaining three Community Halls for the benefit of local residents to be made available for hire by, local community clubs, community groups, businesses and incorporated associations for the purpose of holding their meetings and activities.

5.2 Council recognises that there should be equitable access to Community Halls and each should be equipped to cater for the diverse and changing needs of our local community.

5.3 Council aims to maximise use of the halls and where possible have multiple compatible users that provide services and activities to the community and also activate local parks, streets and public places.

5.4 Council’s Strategic Plan will be used as the basis for prioritising how the halls are utilised. An active approach to bookings management will be applied to optimise hall usage.

6 Application of Policy

6.1 An active approach to bookings management will involve planning, networking and collaboration with local businesses, clubs, community groups, schools, child care services and incorporated associations to attract particular users to each of the three halls.

6.2 Hire arrangements and fees for programs and activities offered in direct partnership with the Council in accordance with a documented agreement or provided on behalf of Council by an external provider may be negotiated independent of the Policy and approved according to Council’s delegations.

6.3 Benefit will be gained from grouping similar activities in each of the halls. This will assist residents to get to know and understand the types of activities and programs available at each hall.

6.4 Activities within Nailsworth Community Hall will be broadly grouped according to the following considerations:

- large capacity of the hall
- large food preparation area within the hall
- close proximity to Men’s Shed
- close proximity to the amenities of Pash Reserve
- close proximity to the outdoor exercise gym
- availability for community use of exercise equipment, billiard tables, PA system and bowls equipment within the hall
- current mix of hirers within the hall who encourage an ‘active’ lifestyle i.e. yoga, gentle exercise classes.
- priority is provided to Council conducted activities i.e. Home and Community Care Social Programs

6.5 Activities within **Prospect Community Hall** will be broadly grouped according to the following considerations:

- small capacity of the hall
- small food preparation area within the hall
- ample easy access car parking
- availability of data projector and screen
- current mix of hirers who use the hall for meetings and small group activities.
- priority is provided to Council conducted activities i.e. Home and Community Care Social Programs.

6.6 Activities within **Cottage Community Room** will be broadly grouped according to the following considerations:

- small capacity of the Room
- no food preparation area
- immediate proximity to Library
- immediate proximity to Nailsworth Primary School
- immediate proximity to Nailsworth Out of School Hours Care (OSHC)
- immediate proximity to Digital Hub
- current mix of hirers engaged within Community Art
6.7 Essential considerations for the Cottage Community Room are as follows:

- Use of the room by the Library for school holiday activities
- Regular and on-going use of the room for community art and artist activities that are part of Council’s Arts program.
- The immediate proximity of Nailsworth Primary School and OSHC requires close negotiation with the school and management of bookings should be in accordance with Council’s Children and Vulnerable Persons Policy.
- Provision of programs and activities of particular benefit to pre-school and primary school aged children and their families. I.e. playgroups, toddler music and dance programs.

6.8 Use of the halls requires agreement by the Hirer to comply with the Terms and Conditions of Hire, payment by the Hirer of the required fees and charges and the approval of Council Administration.

6.9 The three halls are generally only available for regular, ongoing bookings. Exceptions will only be made for an activity with community benefit. This does not include individual parties and commemorations.

6.10 Individual, one off or casual hire requests or any booking that cannot be accommodated will be directed to relevant local sports/club facilities with facilities that are suitable for community hire bookings.

6.11 All ongoing or long-term bookings will require the Hirer to have and maintain public liability insurance.

6.11.1 Incorporated community or commercial organisations must hold a current public liability insurance policy for a minimum sum of ten million dollars ($10,000,000) against all actions, costs, claims, damages, charges and expenses which may be brought or made or claimed against them in relation to the activity for the period of the hire.

6.11.2 Evidence of the policy must be provided via a Certificate of Currency at the time of securing the booking and whenever requested.

6.12 The halls are not to be used for the purpose of holding any activities that may be deemed discriminatory or hate inciting.

6.13 Priority for use of the halls will be given to (listed in priority order),

- Council conducted activities and programs.
- Programs operated in direct partnership with Council in accordance with a documented agreement.
- Locally based community and not for profit groups or those providing a local benefit.
Other community and not for profit groups.

Businesses providing Community Benefit Activities.

Businesses undertaking business or associated activities.

6.14 Hirers undertaking activities in the halls should be mindful of and act in accordance with the view that our infrastructure and environment are highly valued and this is a responsibility that should be shared by all.

7 Application of Fees

7.1 Fees are endorsed annually for facility hire in conjunction with the Annual Business Plan. The following discounts will be applied to the full fee cited in the Fees and Charges Register.

<table>
<thead>
<tr>
<th>Organisation Type</th>
<th>Locally Based</th>
<th>Discount</th>
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<tbody>
<tr>
<td>Not For Profit, Club or Community Group</td>
<td>No</td>
<td>40%</td>
</tr>
<tr>
<td>Not For Profit, Club or Community Group</td>
<td>Yes</td>
<td>55%</td>
</tr>
<tr>
<td>Business Activity</td>
<td>Yes</td>
<td>15%</td>
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<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Locally Based</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Benefit Activity provided by other organisation.</td>
<td>Yes</td>
<td>40%</td>
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8 Review

8.1 The Policy will be reviewed at least once per Council term or as required by legislation.

9 Access to the Policy

9.1 The Policy is available for public inspection on Council's website www.prospect.sa.gov.au and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

10 Further Information

10.1 For further information about this policy please contact:
Director Community, Planning & Communications
City of Prospect
128 Prospect Road
Prospect SA 5082
Ph 8269 5355
Email admin@prospect.sa.gov.au