Community Facility Hire Policy

CITY OF PROSPECT

Reference Number:	CR20/24061
Type:	Council Policy
Responsibility:	Director Community and Planning
Responsible Officer (s):	**Manager Arts and Events**
Initial Adopted Date:	27 November 2015
Last Review Date:	28 April 2020
Next Review Date:	April 2024
Legislation:	*Disability Discrimination Act 1992*
Related Documents:	*Terms and Conditions of Hire* *Fees and Charges Register* *The Council's current Strategic Plan* *Children and Vulnerable Persons Safety Policy*

1 Purpose

1.1 The Community Facility Hire Policy (the "Policy") is a framework for the types of use and fee structure for the hire of spaces within Payinthi and Nailsworth Community Hall.

2 Definitions

2.1 **A Community Facility** is one of the two 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, Business or Individual entering into an agreement for use of a Community Facility.

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 and ratepayers. This includes, but is not restricted to, those with key council stakeholder relationships (eg Friends of the Library, Prospect Local History Group, etc), with broad strategic community outcomes (eg community service groups or wellbeing groups) or with special or niche interests undertaking their activities in the Council area.

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 ~~**Local**~~ **Business** refers to privately owned corporations, partnerships, or sole proprietorships.

2.9 **Individual** – a sole person organising an activity of private nature

3 Scope

3.1 The Policy applies to the hire of:

- **Nailsworth Community Hall -** ***31 D'erlanger Ave, Nailsworth***
- **Payinthi –** ***128 Prospect Road, Prospect-***
    - South Side – Eliza Hall and Irish Harp Room/s
    - North Side – Tirkanthi Kuu (including front balcony), Dingley Dell Room, Broadview Room, Nailsworth Room, Newmarch Gallery (including foyer) and Prospect Library (including rear balcony)

4 Policy Statement

4.1 Council is committed to maintaining two Community Facilities for the benefit of local residents and rate payers to be made available for hire by local community clubs, community groups, businesses, incorporated associations, not for profits organisations and individuals for the purpose of holding their meetings, events, and activities.

4.2 Council recognises that there should be access provided to Community Facilities which addresses accessibility, equity, changing demographics and cultural needs, as well as being equipped to cater for the current and future needs of our diverse local community.

4.3 Council's Strategic Plan will provide useful guidance on prioritisation to be used as the basis for prioritising how the facilities are utilised.

4.4 An active approach to bookings management will be applied to optimise facilities usage and where possible compatible hirers will be facilitated to hire facilities at the same time, with a focus on maximising activations and occupancy at Council's facilities

5 Application of Policy

5.1 An active approach to bookings management will involve planning, networking and collaboration with local businesses, clubs (sporting and other), community groups, organisations, schools, child care services, incorporated associations and individuals to attract users to each of the facilities.

5.2 Benefit will be gained from grouping similar activities in each of the facilities. This will assist residents and ratepayers to get to know and understand the types of activities and programs available at each facility.

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

- large capacity of the hall including option for split rooms
- large food preparation area within the hall
- close proximity to Men's Shed
- close proximity to the amenities of R.L Pash Reserve
- close proximity to the outdoor exercise gym equipment
- 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' and social lifestyle. eg yoga, gentle exercise classes or community/special interest focussed groups.

5.4 Priority is provided to Council conducted activities. For example, Commonwealth Home Support Program (CHSP) and Men's Shed. This is to ensure ongoing ability for Council to deliver its own programs for community benefit. Activities within Payinthi (South Side) will be broadly grouped according to the following considerations:

- capacity of the hall and room/s
- small food preparation area within facility

- on-site and street parking that provides for small and large groups, including accessible parking.

- availability of data projector and screen / AV requirements

- current mix of users (internal and external) of the hall and room/s for meetings and activities

- priority is provided to Council conducted activities eg Council Meetings and core Council business, social programs, 'maker' groups, events, Prospect Library, Club5082, community programming, Economic development initiatives, CHSP etc. to ensure ongoing ability for Council to delivery its own programs for community benefit.

5.5 Activities within Payinthi (North Side) will be broadly groups according to the following considerations:

- council operating hours and general business requirements

- capacity of the rooms and public spaces

- limited food preparation area within the facility

- onsite and street parking that provides for small and large groups, including accessible parking.

- security and protection of Council assets and collections

- is conducive to the security and systems of Payinthi (eg lighting, lifts, etc)

- availability of data projector and screen / AV requirements

- current mix of users (internal and external) who use the facility for meetings and activities.

- Priority is provided to Council conducted activities. eg Council Meetings and core Council business, social programs, events, Prospect Library, Newmarch Gallery, community programming, Economic development initiatives, CHSP etc to ensure ongoing ability for Council to delivery on its own programs for community benefit.

- Council partnerships and co-delivery of community and business growth programs, specifically new initiatives, will also be prioritised, as well as opportunities that showcase Payinthi and City of Prospect as a leader in innovation, technology and creativity.

5.6 Use of the facilities 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.

5.7 The Nailsworth Community Hall and Payinthi (South Side) facilities are generally available for regular ongoing bookings however is not exclusive to this type of hire. Any available time slots will be firstly sought as regular bookings and then as casual hire/s to maximise activation of the spaces

5.8 Payinthi (North Side) is generally available for more casual hire, however is not exclusive to this type of hire.

5.9 Individual, private gatherings / parties, commemorations, etc and other one off or casual hire requests will be assessed by administration, and if deemed not suitable for our facilities, or any booking that cannot be accommodated, will be directed to relevant local sports/club facilities that are suitable for community hire bookings.

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

5.10.1 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.

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

5.11 The facilities are not to be used for the purpose of holding any activities that may be deemed discriminatory, hate inciting or high risk (eg 21st birthdays), and may be declined by administration based on assessment at the time of hire application.

5.12 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.
- Individual / private functions

5.13 Hirers undertaking activities in the facilities 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. This includes full use of Council's multi bin recycling system and focus commitment to utilisation of compostable disposable food containers and cutlery for events and gatherings.

5.14 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 can be adjusted and approved according to Council's delegations.

5.15 There will be an annual review and renewal process at which time administration will assess the proposed continuing hire agreement before renewing it for another 12 months. This will include assessment the hirer's activities, date/time, future plans and

any other internal / external issues. Council administration (as part of managing the operations) may at this time request a hirer to change facility or time / date for the benefit of broader Council and community needs.

6 Application of Fees

6.1 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.

Organisation Type	Locally Based	Not local
Commercial activity / Business	20%	0%
Individual	20%	0%
Not For Profit, Club or Community Group	50%	20%

7 Review

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

8 Access to the Policy

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

9 Further Information

9.1 For further information about this policy please contact:

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