



SUSSEX NEIGHBOURHOOD HOUSE Inc.

HIRE AND USE OF FACILITIES POLICY AND PROCEDURES

AIM:

This policy, which defines conditions of hire and usage of Sussex Neighbourhood House Centre, ensures that:

- There is fair and equitable access to the facilities for the residents of the City of Moreland and surrounding areas.
- All users of the building understand their rights and responsibilities in relation to the use of the facilities.
- The health and safety of all users and the security and maintenance of the buildings is properly managed.

POLICY:

- The facilities are only available for hire when not in use for programs delivered by Sussex Neighbourhood House
- Any person or community group may hire the facilities. Priority will be given to people who reside in Moreland or Moreland based groups and not- for- profit organisations
- The conditions of hire will be consistent with the hiring arrangements in the lease agreement with the MCC.
- The conditions of hire are made available to every applicant. This is the basis of the agreement to hire and the applicant agrees to all terms and conditions by signing the application to hire form.
- Only groups who do not conflict the aims and values of the Sussex Neighbourhood House may hire the facility.

SCOPE:

This policy and the procedure documented in it apply to any person or group who hires Sussex Neighbourhood House and to anyone attending a function/meeting organised by the hirer.

PROCEDURES:

1. Bookings can be made in person or by phone. Bookings are confirmed and keys issued only when all fees and the bond have been paid in full.
2. Booking must be entered in the venue hire document located in the office on the bookshelf
The hirer must read, complete and sign the application to hire form.
3. The signed application to hire form must be filed in the facility hire folder.
4. Before keys are issued to the hirer, the hire must be completed to ensure that all requirements have been met. This must be filed together with the hire application form.
5. The following documentation must be sighted and a copy placed on file with the application form – evidence of public liability insurance, evidence that any

- electrical or gas equipment to be brought into the facility has been tested and tagged by a registered electrician or gas agent.
6. Arrangements must be made with the hirer to collect keys at a time when the office is staffed. Sussex Neighbourhood House takes no responsibility for hirers who do not collect keys at pre-arranged times.
 7. Payments for the hire and the bond are to be provided before keys are issued
 8. The hire fee is to be banked and the bond deposit retained until the building has been checked after the hire period. Provided the building is left in good order the bond deposit will be returned to the hirer.
 9. Moreland City Council must be advised of any damage and loss of property owned by them.
 10. Any replacements or damage cost is to be deducted from the bond deposit.
 11. If the bond does not cover damage and /or losses the hirer must be informed of the additional amount to be paid.
 12. The conditions of hire will be consistent with the hiring arrangements in the lease agreement with Moreland City Council.
 13. A Facility Hire kit will be issued to all hirers. It will include:
 - ❖ Guidelines and Conditions of Hire
 - ❖ Application to Hire Sussex Neighbourhood House
 - ❖ Checklist – Hire of Sussex Neighbourhood House
 - ❖ Emergency contact list – Appendix 2
 - ❖ Emergency evacuation information
 - ❖ Facility hire feedback form

ACCOUNTABILITY:

All office staff and volunteers are accountable to the Committee of Management through the Manager for the implementation of this policy

FEES:

Fees will be reviewed annually and will reflect priority to community users.

REVIEW

This policy will be reviewed annually.