

Hire of Community Facilities Policy

As at 6 October 2009



For more information contact Council on 9748 9999
or visit www.strathfield.nsw.gov.au / 65 Homebush Road, Strathfield NSW 2135

POLICY

TITLE	Hire of Community Facilities Policy		
DATE ADOPTED	6 October 2009	MINUTE	360/09
REVISED	n/a	REVIEW	2012
RECORD	D/W no: 327270		
ASSOCIATED LEGISLATION	Local Government Act 1993		
ASSOCIATED POLICIES	<ul style="list-style-type: none"> ▪ Strathfield Council Community Grants policy ▪ Strathfield Council Financial Assistance policy ▪ Strathfield Council Miscellaneous Grants policy ▪ Strathfield Council Plans of Management (various) 		

1.0 Introduction

1.1 Title and Commencement

This policy is titled *Hire of Community Facilities Policy* and replaces the *Use of Community Facilities Policy* (minute 236/06). This policy was adopted on 6 October 2009 by Council resolution (minute 360/09). The following amendments have been made:

Date	Type	Minute
6 October 2009	Adoption	360/09

1.2 Background and Purpose of Policy

Strathfield Council owns and operates facilities, which are available for use and hire by the local community. This policy set outs the conditions for hiring the community halls and meeting rooms covered by this policy.

1.3 Objectives of the policy

The policy objectives are to:

- provide the Strathfield community with reasonable access to community facilities for activities of community benefit
- set out conditions and charges for hiring of facilities
- determine criteria for subsidy of non-profit local community organisations conducting activities consistent with Council program objectives and local government legislative requirements.

1.4 Coverage of the Policy

This policy relates to hire of the following facilities for casual and regular use:

- Strathfield Community Centre, 1B Bates Street, Homebush
- Strathfield Town Hall and Supper Room, 65 Homebush Road Strathfield
- Library and Information Centre, 65-67 Rochester Street, Homebush
- High Street Community Library, 64 High Street, Strathfield

1.5 Exclusions

The following are excluded from this policy:

- Programs, activities and events managed, promoted or supported by Strathfield Council are excluded from this policy such as HACC programs
- Licence or lease agreements made under the Local Government Act.

1.6 Definitions

- Casual hire – less than 10 occasions per year
- Regular hire – more than 10 occasions per year

2.0 Policy Statement

2.1 Permitted uses

Strathfield Council's community facilities support various social, recreation, cultural and leisure activities to benefit the local community.

Council makes facilities available to hire by members of the public, at times when they are not in use by Council supported activities, programs or events.

Each facility has its' own terms and conditions setting out specific permissible uses of the facility. Terms and conditions are consistent with development consent, plan of management for community land (if applicable) and operational requirements of the facility.

Information on hire of facilities is available on Council's website and Customer Service Centres

2.2 Determination of fees and charges

Fees and charges for hire of Council facilities are determined on annual basis in accordance with the Local Government Act. Fees and charges set out in Council's Fees and Charges Schedule.

2.3 Costs of Hire

The fees and charges which may be imposed by Council include:

- (a) Fees for hire of the meeting room(s) or hall
- (b) Security bonds - Security bonds are paid at the time of booking. Council may retain the bond for breach of the 'conditions of hire' including any costs associated with cleaning, breaches of security, damage or loss of Council property including keys or security

passes. The bond is refundable after the hire, less any charges for cleaning or damage.

- (c) Insurance – Council requires hirers to be covered for public liability insurance to the value \$10M. In the event that an organisation or individual is not insured, the hirer will be charged for insurance coverage.
- (d) Charges for hire of audio/visual equipment - Audio/visual equipment is available at certain venues, which may incur an additional charge.

Council reserves the right to request higher security bonds if proposed activities are considered to be of high risk to Council property or security.

2.4 Cancellation Fees

Council imposes the following fees for cancellations:

- (a) If over one months notice 10% cancellation fee shall apply
- (b) If less than 1 months notice 20% cancellation fee shall apply
- (c) If less than 1 weeks notice 50% cancellation fee shall apply

2.5 Minimum times

Proposed hire must be for minimum periods of 1 hour.

Council may propose alternative times and venues for bookings of short duration in order to maximise the availability of the facility for other users.

2.6 Assessment of hire applications

Applications for facility hire are assessed at standard rates. Applications requesting fee reduction of 50% (community rates) will be considered in accordance with the following criteria for all facilities except the Strathfield Town Hall and supper room.

Approval of community rate reductions is based on the following criteria and supply of supporting documentation:

- (a) The applying group or organisation is based in Strathfield Local Government Area (LGA). Council will require evidence of Strathfield LGA address.
- (b) The applying group or organisation is non-profit and as such all income, assets and surplus funds of the group are used to achieve the group objectives and are not distributed to members. Council will require evidence of non-profit status.
- (c) The proposed use of the facility provides service to the local community of Strathfield LGA and a minimum of 60% of members or participants are residents of Strathfield LGA. Council may require a membership list or list of participants as supporting documentation.
- (d) The proposed use of the facility is consistent with the objectives of Council's social, recreation and cultural planning and programs.
- (e) The application must specify the purpose of the hire, proposed activities, the proposed times, facilities required and numbers of participants attending.

Council may also require the following documentation, especially for regular hire applications:

- (f) Annual report including financial statements
- (g) Funding agreements (if relevant) including funding received from government on a recurrent/ongoing basis, to support the costs of the organisation's operations.
- (h) Certificate of current public liability insurance valued at \$10 million.

Council reserves the right to refuse applications that do not comply with Council's requirements.

Council can automatically cancel a booking due to nondisclosure or the supply of incorrect or misleading information. Any money paid will be held by Council to cover administration costs.

2.7 Regular Hirers

Council reviews regular hire arrangements on a yearly basis and regular hirers must apply to Council for new or continued use each year.

Council can not guarantee that existing arrangements will be approved in future years as due to changes in organisational priorities and the consideration of needs of other applicants.

Council will notify regular hirers by mail during the last quarter of each year to organise use of facilities for the next year.

Council will notify applicants of outcomes of applications and the cost of the proposed hire by end of the calendar year.

2.8 Criteria for assessment

In determining applications for regular use, Council will:

- (a) Ensure that proposed use is permissible and compatible with other facility users (where relevant)
- (b) Consider the past history of applicants
- (c) Consider the accumulative impact of each application relevant to the total management of the facility eg noise, parking etc
- (d) Allocate space on a priority basis to activities of highest benefit to the Strathfield community in accordance with Council's social, recreation and cultural objectives and programs.
- (e) Ensure that facilities are accessible by multiple users and not dominated by individual groups to the detriment of others.

Council will generally not approve applications for use of multiple rooms simultaneously at the Community Centre on a regular basis.

Applications for subsidised arrangements will be assessed in compliance with section 2.6 of this policy.

In determining applications, Council will consider the total cost of the proposed arrangement.

Council reserves the right to propose alternative arrangements to applicants which are more appropriate to the management of the facility and Council's requirements.

2.9 Agreements

Breaches of terms and conditions of regular hire arrangements, including providing misleading or incorrect information on applications, may result in immediate termination.

Regular hirers are provided with a key and security code for access. Council may require payment of a security bond, which may be used to replace lost keys or security breaches (eg call outs from security firms)