

# Council Hall & Facilities Hire Policy

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## Table of Contents

1. Purpose.....	4
2. Background.....	4
3. Scope .....	4
4. Policy Statement .....	5
5. Policy Context.....	6
6. Facility Hire Subsidies .....	6
6.1 Application of Subsidy.....	6
6.2 Level of Subsidy.....	6
7. Responsibilities.....	7
8. Definitions .....	7
9. References & Associated Documents .....	8
10. Reviews.....	8
11. Policy History .....	8

# 1. Purpose

This policy provides the overall framework to guide the management of Council's halls and facilities to ensure that:

- suitable procedures are in place for their hire and use
- a centralised booking process is in place and that all fees, deposits and refunds are managed by Council.
- there are adequate systems in place to monitor the use and cleanliness of facilities
- there are clear expectations of use for community and other groups who hire facilities
- suitable Council subsidies in support of the community are recognised

# 2. Background

Federation Council owns or is custodians of a number of community halls and other facilities throughout the Council area. Some of these facilities are managed by Council whilst others are managed by section 355 Committees on behalf of Council.

Council is committed to supporting community groups, organisations and individuals to hold meetings or activities that positively influence the community through improved opportunities for social interaction, quality of life and access for individuals who have limited opportunities to participate in community activities.

To support community participation Council provides discounted use of its halls and facilities to ensure residents take an active role in shaping their future, encourage cooperation leading to an increase in the number of community activities occurring in Council facilities and helping community groups to remain viable, particularly those that are community based or not for profit.

# 3. Scope

This policy will apply to the following community halls and facilities:

- Corowa Memorial Hall
- Oddfellows Hall – Corowa
- Mulwala Civic Centre
- Soldiers Memorial Hall – Urana
- School of Arts Hall – Rand
- Boree Creek Hall
- Memorial Hall – Oaklands
- Rand Sports Ground
- Oaklands Recreation Ground
- Victoria Park – Urana
- Lonsdale Reserve (Bay 13 Building)
- Morundah Recreation Ground
- Urana Ski and Aquatic Committee facilities
- Corowa Civic Centre
- Corowa Arts Space
- Urana Council Chambers
- Howlong Library and Resource Centre
- Howlong Community Health Centre Hall
- Corowa Pool

- Howlong Pool
- Oaklands Pool
- Urana Pool
- Public Reserves (managed by Council)

Council's Customer Service staff will undertake the bookings for Council managed facilities. These Include:

- Corowa Memorial Hall
- Oddfellows Hall – Corowa
- Mulwala Civic Centre
- Lonsdale Reserve (Bay 13 Building)
- Corowa Civic Centre
- Corowa Arts Space
- Urana Council Chambers
- Howlong Library and Resource Centre
- Howlong Community Health Centre Hall
- Corowa Pool
- Howlong Pool
- Oaklands Pool
- Urana Pool
- Public Reserves (managed by Council)

The various Section 355 committees or respective committees of management will manage the following facilities (and take bookings) within the Council area.

- Soldiers Memorial Hall – Urana
- School of Arts Hall – Rand
- Boree Creek Hall
- Memorial Hall – Oaklands
- Rand Sports Ground
- Oaklands Recreation Ground
- Victoria Park – Urana
- Morundah Recreation Ground
- Urana Ski and Aquatic Committee facilities

In addition, site or service specific occupancy or use agreements may be in place for some of these facilities. Where this is the case, these agreements will align with this policy.

Where any of the facilities listed above no longer operates as a community centre or becomes unavailable for community hire, the scope of this policy will not apply. The policy will also apply to any Council owned facility, which becomes available for community use in the future.

## 4. Policy Statement

Council community halls and facilities are spaces, which enable community engagement and interaction. They support social, recreational, cultural, health, leisure and lifelong learning activities that benefit and strengthen the local community and result in increased community connection, participation, and physical and mental health and wellbeing.

Council makes facilities available for use and hire by members of the general public, local organisations and businesses. As a primary asset of Council, Federation Council reserves the right to restrict use by the community due to Council business taking priority or in times of emergency.

## 5. Policy Context

Federation Council recognises the guiding principles of the Local Government Act (1993) in:

- a) recognising the diverse local community needs and interests
- b) managing land and other assets so that community needs can be met in an affordable way
- c) considering social justice principles.
- d) being transparent and accountable in its decision-making.

This policy also aligns with key Council plans:

- Federation Council Delivery Program 2018 - 2021
- Federation Council Operational Plan 2019 - 2020

## 6. Facility Hire Subsidies

Federation Council in support of its community will subsidise the cost of facility hire charges for local not for profit community groups who provide educational, social or health benefits to residents. To qualify for the subsidy, the applicants must be able to show that at least 50% of activity participants reside within the Council boundaries.

All other facility hire for business or commercial purposes will be charged at the full rates set out in the Federation Council Schedule of Fees and Charges. Pool hire requests must be made directly to the Environmental, Facilities and Regulations team.

User groups provided with facility hire subsidies will still be required to pay the required bond as set out in the Schedule of Fees and Charges. Any costs incurred by Council throughout the life of the facility hire, such as replacement of lost keys, additional cleaning or broken items will be taken out of this bond in line with the Facility Hire Terms and Conditions.

### 6.1 Application of Subsidy

- Facility hire subsidies will be provided in the form of reduced hire fees, which can be up to 100% of the chargeable hire fee.
- Subsidies will be considered prior to the hirer taking possession of the keys to the facility and apply for the duration of the hire period. Hire periods will not be approved for periods of more than twelve months and will not carry over into a new financial year.
- The duration of hire and associated level of subsidy will be confirmed on application and be levied on a per group basis.
- Any additional hire time outside those agreed as part of the signed facility hire agreement will be charged at full hire rates as outlined in the Schedule of Fees and Charges.
- Groups requesting subsidised facility hire must apply by completing the application form, which is part of the Facility Hire Application Form.

### 6.2 Level of Subsidy

The following list details the level of subsidy available to not for profit community groups providing educational, health or social benefits to residents

User Group	Hire Fee Subsidy (% of Regular Rate)	Extent of Subsidy
Early Years Groups Playgroups / Toy Libraries etc.)	80%	6 hours per week

Community Service / Charitable Groups (e.g. Service Clubs)	50%	4 hours per week
Community Health and Wellbeing Activities (Adult Exercise / Recreation / Fitness etc.)	80%	4 hours per week
Senior Citizens Interest Groups (Quilters, Arts & Crafts etc.)	80%	10 hours per week
Educational Institutions (U3A, TAFE, Schools)	80%	6 hours per week
Other Not for Profit Groups	70%	4 hours per week
Resident or Ratepayer Groups (Section 355 Committees, Town Improvement etc.)	100%	Unlimited

## 7. Responsibilities

The Customer Services unit is responsible for ensuring this policy and its associated forms and other key documents are adhered to when taking bookings for Council facilities.

The Environment, Facilities and Regulation team are responsible for advising and approving facility subsidies in line with this policy.

The General Manager is responsible for approving any subsidy applications, which fall outside this policy.

## 8. Definitions

Term	Definition
Bond	A payment requested by the facility owner as protection against a potential breach of the hire agreement.
Casual Hire	A one off booking of a facility.
Education Institution	Any primary or secondary school group or non-commercial tertiary institution.
Facility	A council owned or managed property or piece of infrastructure, which attracts a hire charge as per the Council Schedule of fees and charges.
Fees	The cost tied to the hire of a Council facility.
Hirer	The person or group who completes the required application forms to hire a Council facility.
Not for Profit Community Group	A non-commercial organisation, including religious organisation that have their primary base of operation within Federation Council and in which profits made by the organisation are used for its ongoing operation and is not distributed to members or shareholders.
Regular Hire	A recurring booking of any facility of at least three months over a twelve-month period. Bookings can occur on a term, season calendar or financial year basis.

## 9. References & Associated Documents

- Facility Hire Application Form
- Facility Hire Terms and Conditions
- Conclusion of Hire / Event Checklist

## 10. Reviews

This policy will be reviewed every two (2) years.

## 11. Policy History

Version	Date	Changes / Amendments
1	21/04/2020	New Policy

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