

## POLICY 1.15: ROOM HIRE

### DOCUMENT CONTROL

Responsible Officer Manager/Management Committee	Policy Number: 1.15
Contact Officer: Manager	Policy Area : Governance and Management
Effective Date: 1.7.19	Review Date: 30.6.20

### PURPOSE

The purpose of this policy is to provide guidelines regarding the hire and usage of The Community Place at Stafford and Kalinga venues.

### POLICY STATEMENT

TCP is responsible for the management of The Community Place including making publicly available meeting space for hire and use by other non-profits, local businesses, groups and individuals.

TCP has a responsibility to ensure all groups and individuals hiring and using the space do so in line with the Organisations mission statement, values, policies and procedures. TCP has the right to refuse a group or individual usage of a meeting room space if they believe that the group or individuals own philosophy and values or the purposes for which the room will be used does not comply with those of the Organisation or our Funding Bodies or associates.

Hiring of venues must also be in alignment with leases from the Brisbane City Council.

### PROCEDURES

The Community Place currently has the following spaces available for hire and usage. These are:

- Office space (Stafford)
- Small meeting room (Stafford)
- Workshop Room (Kalinga)
- Kindy Room (Kalinga)
- Upstairs Hall (Kalinga)
- Outside office (Kalinga)
- Hall (Stafford)
- Workshop Room (Stafford)
- Main Hall (Stafford)
- Outdoor area (Stafford)

Priority for use of these spaces will be given to the programs and activities provided by the TCP.

The procedure for outside groups and individuals wishing to hire a space at The Community Place is as follows:

- Initial enquiry to be made either in person, by phone or email to the Centre, where staff will discuss with the interested party their requirements and the purpose for which the room will be used. Thereafter the Organisation will confirm the booking and in the event that the booking is not approved the interested party will be informed as to the reason why.
- Any concern of complaint arising from this policy will be dealt with in accordance with the Organisations Grievance Policies.
- Once a booking has been made, staff will complete Room Hire Forms and invoice will be generated and sent to the hirer.
- Those wishing to apply for a reduced hire rate must do so directly to the Coordinator. In making a decision regarding reduced hire rate the Coordinator/staff member will take the following into consideration
  - Is the room to be used for personal or community purposes
  - Is the purposes for which the room being used of benefit and available to clients of TCP
  - Will the room be used for non profit or for profit purposes
  - Does the group or individual have allocated funds specifically for the purpose of hiring meeting space
  - How long and how often does the group or individual wish to use the room.
- A time will then be arranged for the hirer to attend the Centre during opening hours to collect a key and alarm code and to go through fire safety procedures etc.
- The hirer will also be asked to sign a Room Hire Agreement prior to being provided with keys etc.
- The key must then be returned within 3 business days from when the room was used.

#### Hire rates

Hire rates, bond and cleaning fees will be set by the Management Committee and will include provision for non-profit, for profit and individuals rates. All rates will be reviewed each year in line with CPI and Centre overheads.

#### Cancellations

A refund **may** be considered with four week's notice; however, there will be a booking fee of \$30 held by The Community Place. Under four week's notice no refund will be given except for key deposit.

#### Termination for Breach

If, at any time, the Hirer is in breach of a material term of these conditions, The Centre may, in the Centres' absolute discretion cancel the hire of the room by giving written notice which includes by email, of such cancellation to the Hirer. Should the hire of the venue be cancelled, the full room hire amount specified in the Room Hire Agreement shall be payable by the Hirer.

#### Force Majeure

The Centre may cancel a confirmed booking at any time if there is a force majeure, or any other event, which in the reasonable opinion of the Manager, causes the Centre to be unsafe or inappropriate to hold the function. In this event, the Centre shall not be liable for any loss or damage to the Hirer or any third party in consequence of the exercise of the right referred to in this clause. In the event of cancellation of a confirmed booking by the Centre, the Centre will refund the deposit to the hirer if, in the Centres reasonable opinion, the Hirer is not in any way responsible for the cancellation.

#### Consumption of alcohol

No alcohol may be brought onto or consumed on TCP premises. The sale of alcohol on TCP premises is strictly prohibited.

### Insurance

Where relevant, Organisations hiring a space from TCP will be asked to provide a copy of their Public Liability Insurance.

### Use of TCP equipment

All TCP equipment and property provided to the hirer must be treated with due care and left in a clean condition after use. If there is an extensive amount of cleaning needed the hirer may be charged for the cleaning of the areas used. Any bond cannot be reimbursed until the space and equipment has been checked.

Damage to TCP equipment or property must be reported to staff as soon as practical. The hirer may be asked to pay the excess of any insurance claims made on breakage or damage which occurs as a result of due care not being taken.

### Property

TCP will not be responsible for any loss or damage to property belonging either to the hirer or any person in the facility at the invitation of or with consent of the hirer. The hirer is not permitted to remove or relocate any item/s within The Community Place not belonging to the hirer except with permission of the owner of the item/s and /or TCP.

### Security

The Community Place Stafford is equipped with surveillance cameras and a security alarm system which is monitored 24/7. Hirer's must report security or other suspicious incidents immediately to TCP staff. If not available the hirer must call the organisations nominated Security Company. Hirer's are to ensure all doors and windows are locked and lights and any electrical equipment are turned off after use (including toilet/amenities are emptied) and the alarm is activated correctly prior to leaving. The Community Place Kalinga is equipped with a security alarm system which is monitored 24/7.

---

### **Documents related to this policy**

Related policies	1.10 Risk Management 1.11 Workplace Health and Safety 2.10 Partnership and Collaboration 4.2 Asset Mangement
Forms or other organisational documents	Room Hire Form Room Usage – Hire Procedures

---

### **Revision record**

<b>Version</b>	<b>Approval Date</b>	<b>Authorised by</b>	<b>Effective Date</b>	<b>Review Cycle</b>	<b>Next Date</b>	<b>Review</b>
<b>1.0</b>	30.6.19	Jennifer Heller	1.7.19	Annual	30.6.20	