



Preston Neighbourhood House Inc.

“Leading our community towards greater independence and quality of life.

218 High St, Preston, 3072

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ABN 6680 185 7062**

POLICY, TERMS & CONDITIONS **FOR CASUAL USE OF PRESTON NEIGHBOURHOOD HOUSE FACILITIES** **BY NOT FOR PROFIT ORGANISATIONS**

1. AUTHORISATION

The Preston Neighbourhood House Committee of Management adopted this policy for 2009.

2. REVIEW DATE

This policy shall be reviewed on or before December 2011

3. SCOPE

To whom does this policy apply and when?

- *Casual Hirers of our facilities who have “Not For Profit” Status.*

4. DEFINITIONS

Words or phrases which are special to this policy or procedure, and may be unfamiliar or misinterpreted.

- “Hirer” as being the person who signs the Application Form and who assumes responsibility for agreeing to the terms of this agreement.
- Selection Criteria will be used to determine the successful party should more than one application be received for competing times and/or room allocation.
- Public Liability Insurance must be taken out by all Hirers for the period of the agreement to protect the Hirer from litigation. Ph. 9860 3470 or 9860 3434.
- Differential charges apply to rooms according to size and amenities available
- A \$100 bond applies to all hire agreements. The bond is refundable providing all conditions of the hire agreement have been met: e.g. there is no damage, all rubbish is removed from the premises and the keys are returned.
- The \$100 key deposit is refundable if the keys are returned within 3 working days.
- The cleaning levy applies to all users. Please refer to Hire Agreement.
- The No-Smoking, No-Alcohol terms apply to all users at the Preston Neighbourhood House.
- The Manager refers to the Manager of the Preston Neighbourhood House.

5. POLICY

VALUES

MISSION STATEMENT:

“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”

PURPOSE

Preston Neighbourhood House is committed to providing fair and equitable access for community groups to its facilities, when they are not being used for its own activities. Hiring fees will be kept to a minimum while reflecting reasonable operational costs of the facilities.

Preston Neighbourhood House has a no-alcohol policy applying to use of its facilities.

6. PROCEDURES

PRIORITY FOR THE USE OF FACILITIES WILL BE GIVEN TO:

1. Preston Neighbourhood House programs and activities.
2. Groups or organisations that are non-profit and based in the City of Darebin.
3. Non City of Darebin community groups or individuals who are providing benefits to the Darebin community either directly or indirectly.

SELECTION CRITERIA FOR HIRING PURPOSES

1. Maximising use of available space.
2. Frequency of use.
3. Suitability of room size & amenities.
4. The time of application.

7. CONDITIONS

ATTENDANCE

The Hirer or a nominated person acceptable to the Manager, shall be required to be present during the **entire period of the hire.**

INSURANCE

All user groups are required to take out and independently pay for public liability and personal risk insurance cover for a minimum of \$5,000,000. A copy of Certificate of Currency must be produced at the time of making the booking. Arrangements for once-off Public Liability Insurance can be made through the Preston Neighbourhood House in conjunction with the City of Darebin but cannot be used for on-going bookings.

BOOKINGS

Requests for bookings can be made by completing an 'Casual Venue Hire Application for Not For Profit Organisations' form.

This Application is only valid for one booking.

CONFIRMATION

Confirmation of a Booking is only confirmed once the completed form is received and acknowledged by Preston Neighbourhood House Management.

FEES & CHARGES

All Fees must be paid in full at least **three** working days prior to the booking. Keys can be collected at this time.

NOT FOR PROFIT ORGANISATIONS		
	Hourly Rate	* Daily Rate
CHURCH/ HALL 220 High St, Preston		
Whole Building Including Kitchen	\$40	\$150
Whole Building Excluding Kitchen	\$35	\$130
Front Hall	\$15	\$70
Rear Hall	\$15	\$70
Annexe	\$15	\$70
Kitchen	\$20	\$75
Annexe OR Rear Hall + Kitchen	\$30	\$120
Meeting Room **	\$6	\$30
NEIGHBOURHOOD HOUSE 218 High St, Preston		
Room 5/6	\$15	\$70
Room 2/3	\$15	\$70
Computer Lab	\$30	\$150
Staff Room **	\$6	\$30
Access Room + Computers	\$25	\$90

**Applies to bookings over 5 hours ** Minimum Fee payable of \$10*

OTHER ASSOCIATED COSTS

TV, Video, O/H Projector	\$5 per booking
Data Projector	\$25 per booking
Air Conditioning	\$10 per hour by negotiation.
Cleaning Levy	\$10 per booking up to 3 hrs \$25 for bookings over 3 hrs
Bond	\$150 (refundable at end of agreement)
Key Deposit	\$100 (refundable upon return)
Insurance Handling Fee	\$7 (casual insurance can be accessed one time only, whilst Hirer is obtaining their own insurance)
One-Off Public Liability Insurance	Rates vary according to number of participants in the activity. Enquire when booking.
Sundry Expenses	\$20 if lights and/or heaters are left on \$20 if furniture is not returned to relevant storage \$30 if rubbish is not removed. \$30 if floors unswept \$30 if kitchen left dirty and ovens uncleaned.
Late Payment of Invoices	\$20 monthly for late payment of invoices.

BONDS

User groups will be required to pay a refundable bond of \$150 for hire of facilities. The bond is refundable when the Manager has deemed that all conditions have been met.

A \$100 key bond applies to all bookings refundable if the key is returned within 3 working days.

CANCELLATION

If a cancellation request is received on a confirmed booking less than seven days prior to the hire date as indicated on the booking form, all fees will be due and payable and invoiced accordingly.

ACTIVITIES

- Groups conducting any activity requiring a permit from any authority must obtain the permit prior to the commencement of that activity.
- Where the facility is used for providing programs / activities for people under the age of 18 years, the Hirer shall provide competent, adult supervision at all times

SECURITY

- Hirers must ensure all doors are locked when vacating the premises
- Keys will be issued to the Hirer or his/her nominee only.
- Groups must supply Preston Neighbourhood House staff with an up to date list of members who have access to keys and codes.
- Security for personal items is the responsibility of the individual and /or group.

FACILITIES, FURNITURE & EQUIPMENT

- Hirers **must ensure that all lights** (excluding security lighting), **fans, air conditioners, computers and heaters are turned off** at the conclusion of sessions. Failure to do so will incur an additional fee as stated above.
- Hirers are welcome to arrange tables/chairs etc to meet the needs of the group but must be returned to their usual arrangement at the conclusion of the session. Failure to do so will incur an additional fee as stated above.
- Access to equipment and services, *eg photocopier; video; overhead projector; telephone etc* can be negotiated at time of booking.
- Refreshments are not included in the cost of hiring.

CLEANING AND RUBBISH REMOVAL

- The Facilities must be thoroughly cleaned and cleared of all decorations, signs and rubbish. .
- The Kitchen must be left with all benches wiped, floors cleaned, ovens cleaned and all dishes put away.
- Rubbish must be removed from the premises. (do not leave it in bags outside of the building)
- **NO STICKY TAPE, HOOKS OR NAILS ARE TO BE USED ON WALLS AT ANY TIME.**

FAILURE TO ADEQUATELY CLEAN THE PREMISES AS DESCRIBED WILL LEAD TO FORFEITURE OF PART; OR THE ENTIRE BOND.

DAMAGE

The floors, walls, curtains or any part of the Preston Neighbourhood House Premises including furniture and fittings must not be broken, pierced by screws or nails, scratched or in any other way damaged (including the use of adhesive tape).

The Hirer accepts responsibility for damage to PNH, or private property and agrees to meet the full cost of cleaning or repairing or replacing any of these should any damage occur as a result of the hire. The Manager's assessment of the damage (in consultation with Darebin City Council where required) shall be taken as final. The amount assessed will be deducted from any bond held, or paid immediately an account is rendered.

SMOKING

Smoking is not permitted in any of the **buildings** or in the **rear yard**.

DISORDERLY BEHAVIOUR

No obscene, insulting language or disorderly behaviour shall take place in or around the premises.

OPEN FLAME LAMPS / CANDLES & APPLIANCES

No open flame shall be used in the buildings without the Manager's permission. Hirers and caterers shall not take into any part of the building any gas or electrical appliances unless permission has been obtained from the Manager.

EVACUATION PROCEDURE

Hirers must be aware of evacuation procedures and the location of exits.

SUB-LETTING

No portion or portions of the facility are to be sub-let or bookings transferred without the written permission of the Manager.

LIMIT OF HIRING

- The Hirer shall only be entitled to use the particular part or parts of the building hired.
- Preston Neighbourhood House reserves the right to let any other portion of the building for any purpose or purposes at the same time.
- To alter a booking, the Manager must be informed at least seven days prior to altering any time, session length, day and/or room etc.
- Groups found to have used a part of the building that they did not hire, will be charged the appropriate rate for that room. This will be deducted from any bond held or paid by the Hirer immediately an account is rendered.

STORAGE

It is strictly forbidden for the Hirer to store any alcohol or illegal substance on the premises.

COMMUNICATION SYSTEMS

Please ensure contact details for Hirers are provided to Preston Neighbourhood House and updated whenever changes occur. A locked mail box is provided in the entrance to the Church area for communication with Preston Neighbourhood House staff.

PUBLICITY

It is a condition of hire that religious or political groups **do not** use the name of "Preston Neighbourhood House" in their own publicity. Please direct your members to the facility using only the street address.

INDEMNITY

The Hirer agrees to hold harmless Preston Neighbourhood House Inc, its servants and agents against any loss or damage in any form sustained by the Hirer or any person, firm or corporation, including by reason of negligence of Preston Neighbourhood House, its servants or agents.

PERFORMING RIGHTS

In the case of a performance or a concert, the Hirer shall not produce, or permit to be produced any dramatic or musical work infringement of the copy right or performing right of any owner of such right or rights, and the Hirer agrees to indemnify the Preston Neighbourhood House against any claim for breach of copyright or any action there with.

ENDING HIRING AGREEMENT

The Committee of Management reserves the right to end agreement if the terms & conditions as set out in this agreement are not being met.

BOOKINGS: Please forward completed “*Casual Venue Hire Application for Not For Profit Organisations*” to:

**The Office Manager
Preston Neighbourhood House
218 High Street, Preston 3072**

OFFICE USE:

7. IMPLEMENTATION SUPPORT

7.1 COMMITTEE STRUCTURE

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

7.2 KEY RESPONSIBILITIES AND AUTHORITIES

- * The Manager will be responsible to work with staff to ensure this policy is implemented within the centre.
- * The policy may be viewed in the centre Policy Book.
- * A copy of the Hire Agreement will be given to all potential users of the facility.
- * The Committee of Management must formally approve any alterations to this policy and set due dates for review.

8. EVALUATION

- * Is the policy being successfully implemented?
- * Have any implementation issues occurred which need to be referred to C.O.M?
- * Has there been a significant variation in usage patterns compared with previous years?

PRESTON NEIGHBOURHOOD HOUSE VENUE HIRE CHECK LIST.

Please complete this form at the end of your hire period and return with the key.

Name of Hirer: _____

Date: _____

	YES	NO
No damage to facility, furniture or fittings	<input type="checkbox"/>	<input type="checkbox"/>
All PNH Posters and signs remain in place	<input type="checkbox"/>	<input type="checkbox"/>
All doors locked	<input type="checkbox"/>	<input type="checkbox"/>
No tape or Blu-tack on walls or ceilings	<input type="checkbox"/>	<input type="checkbox"/>
Hall floor swept and clean	<input type="checkbox"/>	<input type="checkbox"/>
Chairs and tables cleaned and returned to original place	<input type="checkbox"/>	<input type="checkbox"/>
Toilets clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>
All spillages mopped up	<input type="checkbox"/>	<input type="checkbox"/>
All benches and sinks clean and dry	<input type="checkbox"/>	<input type="checkbox"/>
Stove and oven clean and turned off	<input type="checkbox"/>	<input type="checkbox"/>
All rubbish removed from premises	<input type="checkbox"/>	<input type="checkbox"/>
Heaters and lights turned off	<input type="checkbox"/>	<input type="checkbox"/>
Fire Blankets and extinguishers in place	<input type="checkbox"/>	<input type="checkbox"/>
All cleaning utensils in place	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE NOTE: The bond is refundable when the Manager has deemed that all the above conditions have been met. Key bond is refundable if key is returned within 3 working days.

PNH Staff to sign: _____

**Admin
Only
Y/N**