



## *Preston Neighbourhood House Inc.*

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

**218 High St, Preston, 3072**

**Tel: 94845806 Fax: 94841604 Email: office@prestonhouse.org.au  
ABN 6680 185 7062**

### **POLICY, TERMS & CONDITIONS For Occasional COMMUNITY USE OF PRESTON NEIGHBOURHOOD HOUSE FACILITIES**

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#### **1. AUTHORISATION**

**The Preston Neighbourhood House Committee of Management adopted this policy for 2008.**

#### **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.*

#### **4. DEFINITIONS**

**Words or phrases that are special to this policy or procedure, which might 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 Co-ordinator refers to the Co-ordinator 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.
4. Profit making groups.
5. Approval for private functions is at the discretion of the Co-ordinator. Use by other groups must not place an undue burden of work on the staff/resources of the Preston Neighbourhood House.

### 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.

### ATTENDANCE

The hirer or a nominated person acceptable to the Coordinator, 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.

### BOOKINGS

Requests for bookings can be made by completing an *Application for Use of Facilities* form. Bookings will be accepted for a maximum period of twelve months and expire annually at December 31<sup>st</sup>. **Applications for renewal of on-going bookings are due on November 20<sup>th</sup> each year. A new application is required.**

### FEES

	<b>NON-PROFIT ORGANISATION</b>		<b>PRIVATE</b>	
	<i>Hourly Rate</i>	<i>* Daily Rate</i>	<i>Hourly Rate</i>	<i>* Daily Rate</i>
<b>CHURCH/ HALL 220 High St, Preston</b>				
<b>Annexe</b>	\$15	\$60	\$15	\$75
<b>Church</b>	\$15	\$60	\$25	\$125
<b>Meeting Room</b>	\$5	\$20	\$5	\$40
<b>Hall</b>	\$15	\$60	\$25	\$125
<b>Whole Building</b>	\$30	\$120	\$40	\$200
<b>Kitchen</b>	\$40	\$100	\$50	\$120
<b>NEIGHBOURHOOD HOUSE 218 High St, Preston</b>				
<b>Room 2/3, Room 4</b>	\$15	\$60	N/A	N/A
<b>RM. 5/6</b>	\$15	\$60	N/A	N/A

## OTHER ASSOCIATED COSTS

<b>TV, Video, Projector</b>	<b>\$5 per booking</b>	
<b>Cleaning Levy</b>	<b>\$7 per booking up to 3 hrs \$20 for all-day booking \$25 for whole church</b>	
<b>Party Hire (1 Room + Kitchen)</b>	<b><u>3 hour blocks</u> \$120, (includes Room Hire, Cleaning Levy &amp; Kitchen)</b>	
<b>Heating Levy May to October</b>	<b>\$1 per hour</b>	
<b>Bond</b>	<b>\$150 (refundable at end of agreement)</b>	
<b>Key Deposit</b>	<b>\$100 (refundable upon return)</b>	
<b>Insurance Handling Fee</b>	<b>\$7 (casual insurance can be accessed one time only, whilst hirer is obtaining their own insurance)</b>	
<b>One-Off Public Liability Insurance</b>	<b>Rates vary according to number of participants in the activity. Enquire when booking.</b>	
<b>Sundry Expenses</b>	<b>\$20 if lights and/or heaters are left on \$20 if furniture is not returned to relevant storage \$20 if rubbish is not removed, floors swept and Dishes washed and put away</b>	

- *Payment for one-off use must be made in advance. Minimum fee \$10.*

### BONDS

User groups will be required to pay a refundable bond of \$150 for hire of facilities. The bond is refundable when the Coordinator 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.

### 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

- Group leaders must ensure all doors are locked when vacating the premises
- Keys will be issued to leaders of groups using facilities outside office hours..
- 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

- Group leaders **must ensure that all lights** (excluding security lighting), **fans, air conditioning and heating is turned off** at the conclusion of sessions. Failure to do so will incur an additional fee of \$20 to assist with additional overhead costs. This \$20 will be deducted from the bond.
- 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 of \$20 to assist with additional overhead costs. This \$20 will be deducted from the bond.
- 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. If required, a fee can be negotiated to cover cost of tea coffee, milk & biscuits supplies.

### **CLEANING**

Kitchen facilities, toilets and group rooms are to be left clean and tidy for the next group. Any dishes used must be washed, dried and put away. All rubbish removed. Failure to do so will incur an additional fee of \$20 to assist with additional overhead costs. This \$20 will be deducted from the bond.

### **DAMAGE**

Hirers shall be responsible for any damage that occurs during their use of facilities. Should any damage occur to the building, furniture or equipment, it must be reported to the Manager and his /her assessment of the damage 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 Co-ordinator'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 Co-ordinator.

### **EVACUATION PROCEDURE**

Group leaders must be aware of evacuation procedures and the location of exits.

### **WATER SPILLS**

A mop and bucket is provided for your convenience in the event of water spillage. Note: the floor will be slippery when wet. Please ensure it is mopped and dried.

### **SUB-LETTING**

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

### **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 Co-ordinator must be informed 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. Storage of one square metre will be allowed free of charge if space permits. Any further storage requirements will be charged at the rate of \$1 per square metre per week, if space permits. The Preston Neighbourhood House reserves the right to alter storage agreements at any time.

### **COMMUNICATION SYSTEMS**

Please ensure contact details for group leaders 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. If applicable, a folder can be set up for groups to receive any notices, mail or communications.

## **PUBLICITY**

With the exception of religious or political groups, details of on-going activities may be listed on the Preston Neighbourhood House brochures and other promotional material upon request. 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 *Application for Use of Facilities to:*

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

## **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 Coordinator 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 uses 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:** \_\_\_\_\_

	<b>YES</b>	<b>NO</b>
No damage to facility	<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"/>

**Admin  
Only  
Y/N**

PLEASE NOTE: The bond is refundable when the Coordinator 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:

# APPLICATION FOR ONE-OFF VENUE HIRE updated May 2006

## Preston Neighbourhood House Inc.

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ROOM:	DATE:	TIME:
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NAME OF AGENCY/ORGANISATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (Mobile) \_\_\_\_\_

### DO YOU HAVE PUBLIC LIABILITY INSURANCE?

ABN NO: _____	INCORPORATION NO: _____
PUBLIC LIABILITY INSURANCE	POLICY NO: _____
NAME OF INSURANCE COMPANY: _____	

OR

*please circle*

CITY OF DAREBIN	<u>ONE-OFF INSURANCE</u>	YES / NO
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### **RUBBISH REMOVAL**

- It is a condition of hiring that you remove ALL your own rubbish.
- A \$20 surcharge will be deducted from your bond if you leave your rubbish behind.
- This \$20 is used to hire an extra bin for your rubbish removal.

### *ROOMS REQUESTED at 218-220 HIGH ST PRESTON:*

WHOLE CHURCH & HALL <input type="checkbox"/>	CHURCH <input type="checkbox"/>	HALL <input type="checkbox"/>	ANNEX <input type="checkbox"/>	KITCHEN <input type="checkbox"/>
MEETING ROOM <input type="checkbox"/>	PARTY BOOKING (One large hall, Kitchen and outdoor) <input type="checkbox"/>			
ROOM 2/3 <input type="checkbox"/>	ROOM 5/6 <input type="checkbox"/>	COMPUTER LAB <input type="checkbox"/>		

**Hire Fee (Nov – April)****Hire fee (May – October)**

Room Hire			Room Hire	
Cleaning			Cleaning	
Bonds			Bonds	
Insurance fee			Insurance fee	
One-Off Insurance			One-Off Insurance	
			Heating Levy	
<b>TOTAL PAYABLE</b>			<b>TOTAL PAYABLE</b>	

**AGREEMENT BETWEEN PRESTON NEIGHBOURHOOD HOUSE AND**

\_\_\_\_\_ (*Organisation Name*)

I \_\_\_\_\_ as representative of

\_\_\_\_\_ have read the policy, terms and conditions of community use of Preston Neighbourhood House Facilities and acknowledge that these conditions are acceptable.

SIGNED \_\_\_\_\_ POSITION \_\_\_\_\_

DATE / /