



Somerset

REGIONAL COUNCIL

Policy Subject/Title: NO COST HIRE OF SELECTED COUNCIL FACILITIES COMMUNITY GROUPS AND NOT FOR PROFIT ORGANISATION.

Policy Number: C/038

Responsible Officer: Director of Corporate and Community Services

Related Policies / Procedures: N/A

Authorised by: Somerset Regional Council

Authorised on: 13 October 2021
Doc ID of Decision

Amendments: ...

1. OBJECTIVE

The objective of this policy is to provide guidelines for the use of selected Council rooms and halls for hire at no cost by community groups and not for profit organisations.

2. BACKGROUND

Council has various facilities with rooms throughout the region, which are available for public use. These have been made available for a fee. Somerset Community groups and Not for profit organisations are able to hire these spaces for a reduced amount. Despite this offering, many of the spaces have been underutilised.

3. PURPOSE

This policy is intended to provide a structure for making Council facilities with rooms and halls available for hire to Somerset Community groups and Not for profit organisations at no cost. However, the “no cost” hire process needs to be transparent and equitable and furthers the aims and objectives of Council.

4. SCOPE

This policy covers -

1. Definitions of community and not for profit groups for the purpose of this policy
2. Spaces which are included
3. Limitations on usage
4. Loss and damage

5. POLICY

Definitions

1. Somerset Community group means:
 - (a) an entity, preferably incorporated or limited by guarantee, that carries on activities for a public purpose; or
 - (b) any entity whose primary object is not directed at making a profit; and
 - (c) for the purpose of this policy must have its own public liability insurance to the value of \$10 million; or be auspiced by a community or not for profit organisation (incorporated or limited by guarantee) which has public liability insurance to the value of \$10 million.
 - (d) The community group may or may not be an incorporated body.
 - (e) The community group must be based in Somerset or conduct activities which are of benefit to Somerset residents and are available within the Somerset Regional Council area.

2. Not for Profit organisation/group means:

- (a) an organisation that provides services to the community and does not operate to make a profit for its members.
- (b) The organisation must be based in Somerset or conduct activities which are of benefit to Somerset residents and are available within the Somerset Regional Council area.
- (c) For the purpose of this policy, the not for profit organisation must have its own public liability insurance to the value of \$10 million.

3. Spaces or rooms means:

- (a) Facilities with Rooms or Halls included within Schedule 1 of this Policy.

Limitations on usage

- (a) Facilities are to be used by community groups or not for profit organisations for activities or meetings for the benefit of Somerset residents and are not available for commercial activities, larger scale events, personal use, parties or private functions of a like nature.
- (b) Any one community group or not for profit organisation can hire a room/hall at no cost to hire, for a maximum of eight hours, per month. Extended hire or multiple hires of more than one facility per month will attract the standard reduced fee for these types of entities. (See fees and charges schedules for each facility)
- (c) Where multiple groups make an application to use the same facility on the same day, the applications will be prioritised as follows: -
 - (1) commercial / private hire,
 - (2) community group or not for profit hire paying the reduced hire fee and
 - (3) community group hiring the space or room at no cost.
- (d) Recurrent forward bookings may be made for a maximum of twelve (12) months. No bookings shall be granted more than twelve (12) months in advance.
- (e) Community groups and not for profit organisations must first register their interest with Council to be included on a list of approved organisations, to be able to access this arrangement.

Loss and Damage

- (a) Where a key is provided to access a facility, the hirer is responsible for the safe return of that key, immediately after use. Where that key is lost or damaged the hirer will be responsible for the cost of replacement.
- (b) All spaces, rooms or halls are to be left in a clean and tidy manner. Where extraordinary cleaning is required or unreasonable damage needs to be rectified, the hirer will be sent an account for this cost.
- (c) Non payment of any fee or charges related to damage, loss or extraordinary

cleaning will result in that group or organisation being unable to access the no cost hire agreement from that date forward.

Schedule 1

Fernvale Futures Conference Room and Training Room
Fernvale Community Hall
Kilcoy Information Centre Meeting Room
Kilcoy Memorial Hall
Simeon Lord Room and Library Small Meeting Room
Coronation Hall

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 13 October 2021.

Signed:

A handwritten signature in black ink, consisting of a stylized, cursive 'S' followed by a long horizontal stroke.

Date: 13 October 2021