

Council Hall & Facilities Hire Policy

Strategic Reference	Objective 2; A strong sense of civic pride and well-maintained townships. Strategy 2.7; Maintain and develop assets, infrastructure & buildings in accordance with Infrastructure & Asset Management Plans, Roadside Vegetation Management Plans and Capital Works programs.
File reference	AR17/16900
Responsibility	Community & Corporate Department
Revision Number	3
Effective date	November 2012
Last revised date	November 2017
Minutes reference	231/17, 251/15, 207/13
Next review date	Every two years, November 2019
Applicable Legislation	Local Government Act 1999
Related Policies	Asset Management Policy Lease, Licence & Permit Policy
Related Documents	Infrastructure & Asset Management Plan Council Facilities Hire Form

1. Purpose

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

- A procedure is in place for the hiring of Council Halls and Facilities across the Council District.
- That Section 41 Committees still have the power to recommend the fee structure for the hiring of their hall and facilities.
- That a centralised booking process is used and all fees, deposits and deposit refunds come through Council.
- That there is an adequate checking system in place post hire.
- There are clear expectations as to the use and cleanliness expected of hirers.
- That there are nominated 'responsible people' authorised to carry out post event checks and be contacted in the event of an emergency.

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2. Scope

This policy applies to all Council owned or controlled public halls and facilities in the Coorong District Council area.

3. Policy Goals

1. To ensure the cleanliness, security and safety of Council owned or controlled public halls and facilities
2. To ensure Council's halls and facilities are managed in an appropriate and financially sound manner.
3. To encourage innovative and cost effective means of improving work practices and processes to ensure Council's halls and facilities are managed in accordance with best practice principles.
4. To minimise Council's exposure to risk by having a documented formal checking procedure in place for after each hiring event.
5. To ensure that Council can continue to provide high quality and cost effective facilities for social & cultural activities.

4 Definitions

The following definitions will be utilised when dealing with hall and facility hire issues with Coorong District Council.

“Deposit”: The refundable sum of money taken by Council prior to the event as security for keys and cleaning or damages.

“Fees”: The charge applied for the hire of the hall and facilities as recommended by the Section 41 Committees.

“Hirer”: Refers to the group or individual hiring the hall

“Responsible Person”: A person on a list compiled by Council authorised to act on Council's behalf as a local contact for the hall or carry out post event checks of the hall for cleanliness, security, damage and safety.

5. Preamble

Coorong District Council owns or is custodian of several community halls and facilities throughout the district, including; Taillem Bend Town Hall, Tintinara Hall, Tintinara Health & Recreation Centre, Coonalpyn Hall and Moorlands Hall.

Each of these facilities have a Section 41 Committee which is empowered to recommend to Council the level of fees and charges applicable for the hire of the facility. The Section 41 Committees are also responsible for the day to day running of the halls and requests for any service, maintenance or upgrades to facilities.

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6. Council's hall hire philosophy

As stated in Council's Asset Management Policy, "Coorong District Council will work with the local community to set affordable standards for the quality and safety of those assets managed on their behalf."

7. Policy statement

The process for making a casual booking is as follows:

- Council's 'Facility Hire Form' is completed by the hirer on booking the hall or facility
- All hall bookings are made centrally and can be done from any Council office
- A \$50.00 Key Deposit and a \$200.00 Cleaning/Damages Deposit is required prior to the event.
- In the event of damage, loss or theft occurring in excess of \$200, the hirer will be liable for all costs.
- The employee taking the booking notifies the appointed contact or responsible person of the booking and supplies a copy of the Hall Hire Form.
- The Hall Hire Form explicitly states that it is the responsibility of the hirer to check the condition and cleanliness of the hall prior to the event and to notify Council or another responsible person immediately if there are any issues. The hirer must sign the form as acknowledgement of this and the other conditions contained therein.
- The hirer will be given details of the after hours contact number to call in the event of an emergency.
- All costs to Council of an out of hours call out due to negligence will be charged to the hirer at cost.
- A 'Post Hire Checklist' is to be completed by a responsible person and returned to the Customer Service Centre before the Key Deposit and Cleaning/Damages Deposit is refunded to the hirer.
- The Section 41 Committees retain overall responsibility for the day to day running and oversight of the respective halls and recommending to Council the appropriate level of fees for the halls and ancillary facilities.

8. Further information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's website: www.coorong.sa.gov.au.

Coorong Civic Centre

95-101 Railway Terrace
Tailm Bend
Phone: 1300785277
Fax: 8572 3822

Meningie Information Hub

49 Princes Highway
Meningie

Tintinara Customer Service Centre

37 Becker Terrace
Tintinara

Copies will be provided to interested parties upon request. Email council@coorong.sa.gov.au. Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.