

Community Facilities Hire Policy

Date adopted: 4th November 2020
Responsible Service Area: Sport and Recreation

Purpose

The Community Facilities Hire Policy provides a framework and principles that underpin the minimum standard processes for hiring Council owned facilities, for use by the local community.

Background / Context

Maroondah City Council ('Council') owns an extensive network of sports pavilions, halls, meeting rooms and various facilities for use by the local community. These facilities play a key role in the delivery of a wide range of leisure, social, cultural and educational activities which encourage active community participation, and make a valuable contribution to the general health and wellbeing of the local community.

Effective structures for the management of these facilities is integral to their long-term sustainability and as a result, Council has developed policies and procedures to ensure that Council owned facilities are managed and used in a safe, accessible and equitable manner. Council's aligning Community Facilities Occupancy Policy contains the rational, principles and occupancy assessment process, for the determination of appropriate occupancy arrangements for use of Council facilities. The Policy is supported by various standard agreements and operational guidelines i.e. standard licence and lease agreements, seasonal allocation agreements and the Sporting Facilities User Guide.

Council's seasonal and Community Facility Lease occupancy agreements enable the occupier to hire the facility, to local community organisations, groups and individuals on a regular or casual basis. The majority of Facility Managers/Bookings Officers are volunteers, with the exception of Community House employees, Karralyka, Maroondah Federation Estate, EV's Youth Centre, Wyreena Community Arts Centre, Maroondah Leisure Facilities and some Council halls and meeting spaces, where bookings and hire agreements are managed directly by Council staff.

Due to the diverse range of facilities available and management structures in place, Council has a Community Facilities Hire Policy ("Policy"), which contains the rational and principles to enable consistent processes to be undertaken when hiring Council owned community facilities. The Policy is supported by the Community Facilities Hire Handbook, which details the minimum processes and procedures for hiring Council owned facilities and includes a standard Hire Agreement Form and General Conditions of Hire.

Policy Control Schedule

Policy Title: Community Facilities Hire Policy		Policy type: << Insert text >>
Current version approved: << Insert text >>		Current version number: 2
		Policy review date: 2024
Parent policy: << Insert text >>	Child policy/policies: << Insert text >>	Policy responsibility: Sport & Recreation

Scope

The Policy extends to the Council owned facilities that are available for hire to the community as detailed below:

- Council owned /managed Community Halls and Community Meeting Rooms
- Community Centres/Houses
- Early Childhood Centres
- Senior Citizens Centres
- Sporting Pavilions
- Scout and Guide Halls
- Maroondah Federation Estate
- Council's Major Leisure Facilities i.e. Aquahub, Aquanation, The Rings, Maroondah Nets, Croydon Memorial Pool, Dorset and Ringwood Public Golf Courses
- Karralyka
- EV's Youth Centre
- Wyreena Community Arts Centre
- Croydon Community Wellbeing Hub B

Exclusions

This Policy excludes commercial property and Council's Realm facility.

Objectives

- To communicate the minimum processes required for hiring Council owned facilities, for use by the local community.
- To communicate Council's commitment to providing facilities for use by the local community and supporting and promoting the participation of underrepresented populations.

Policy Principles

The principles set out below are used by Council to underpin the minimum standards for hiring Council owned facilities for use by the community, within the scope of this Policy.

Appropriate

Hire arrangements will reflect the best fit for the facility, the needs of the intended Hirer and those of the wider Maroondah community.

Clear documentation

The use of a facility and associated responsibilities will be documented in a clear and concise manner that Hirers understand (i.e. a Hire Agreement).

Consistent

Minimum standards for hiring facilities to the local community will ensure that a consistent approach is undertaken by all facility managers / bookings officers and that appropriate information and documentation is given to all users and also obtained for Council records.

Promote Participation

Hire arrangements will reflect Council's commitment to providing facilities for use by the community and supporting and promoting the participation of population groups that are often under-represented in civic and community life.

Maximise Usage

Hire arrangements, where appropriate, will promote shared use of facilities and increased levels of usage.

Local Priority

Priority will be given to Maroondah based community organisations and groups, individuals and/or organisations that demonstrate a direct benefit to Maroondah residents.

Relationship to the Maroondah 2040 Community Vision

Community Outcome: **A safe healthy and active community**

- Key Directions:*
- 1. A healthy community**
1.5 - Facilitate the provision of affordable, accessible and responsive services, resources and initiatives that support the physical and mental health and wellbeing of the community
 - 2. A Learning Community**
2.1 Facilitate and encourage places, spaces and programming that provide for a third place of community connection beyond home and work
 - 6. A thriving and well-built community**
6.15 Coordinate and advocate for the increased utilisation, longevity and availability of fit-for-purpose public, private and not-for-profit buildings and spaces that can act as key places for neighbourhood connection

Alignment with Council's mission

The Policy supports Maroondah City Council's mission to work in partnership with community to foster quality, accessible and sustainable lifestyles by ensuring that usage of Council's community facilities is the best fit for the facility, existing tenants and neighbouring residents.

The Policy articulates to Council employees, tenant organisations and the wider community, the assessment framework for determining suitability, type of arrangement and length of tenure to ensure consistency and transparency.

Policy position

The Policy states Council's commitment to ensuring a consistent and transparent approach is undertaken when hiring Council facilities to the community, and considers the needs of the intended hirer, other facility users and the wider Maroondah community.

Policy implementation

Minimum Standard Hire Processes

The following represents the minimum processes for hiring Council owned facilities to the community:

Step 1 Determine appropriate use

The Community Facilities Occupancy Policy outlines the process for assessing applications for use of Council own facilities and determining the appropriate occupancy arrangement.

Step 2 Booking requirements

Once it is determined that the facility is available and appropriate for use by the potential Hirer, a signed occupancy agreement, evidence of public liability insurance and all applicable permits must be received prior to the booking. The Community Facilities Hire Handbook outlines the minimum requirements to be undertaken by the Facility Manager / Booking Officer.

Step 3 Pre and Post Use Requirements

A pre-hire induction should be undertaken with the Hirer to ensure safety and usage protocols are understood. Once the facility has been used by the Hirer inspection and reporting processes should be undertaken by the Facility Manager as outlined in the handbook.

Council Approval to commence hire of Council owned Community Facilities

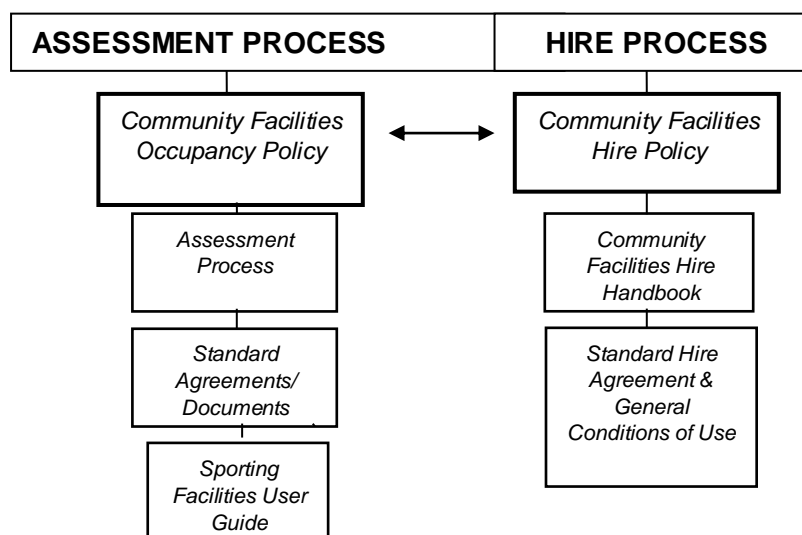
Prior to entering into any hire arrangements, each facility must gain Council certification. The Booking Officer must undertake bi-annual Community Facility Bookings Training provided by the Council and have all minimum documentation and emergency management procedures in place.

Roles and Responsibilities

This Policy and its supporting documentation are the responsibility of Sport and Recreation. The implementation of the hire process is the responsibility of all venue managers, either Council employees or organisations under a Community Facilities seasonal or lease occupancy agreement with Council.

Related policies, strategies, procedures and guidelines

The Policy directly aligns with Council's Community Facilities Occupancy Policy which outlines the types of occupancy arrangements available for community use of Council owned or managed community facilities and the process for assessing applications for hire.



Definitions

Terms within the Policy requiring definition or explanation are:

Regular Hire

Any community organisation, group or individual that hires a Council owned facility on an ongoing basis for a specified minimum number of bookings.

Casual Hire

Any community organisation, group or individual that hires a Council owned facility for a once off occasion or limited specified dates.

Facility Managers/Bookings Officers

The appointed person with the responsibility of hiring the facility on behalf of Council. This person must have attended a bi-annual training session or other form of Council provided training.

Hirer

The community organisation or individual specified in the Hire Agreement Form and where it is consistent with the context, includes the Hirer's employees, agents, invitees and persons the Hirer allows in the facility.

Commercial

An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

Community

A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.

Community Service Not for profit

An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

Council facility

Council owned and/or managed property.