



ROOM HIRE POLICY

Organisational Area

Registered Training Organisation
Community Package

Authorisation

This policy was reviewed and adopted by the Manager at North Ringwood Community House Incorporated on 15th May 2018

Review Date

This policy will be reviewed every three years or sooner if required

Scope

This policy is for the Manager and Staff at NRCHI who are involved in the hiring of rooms and facilities at the North Ringwood Community House.

This policy also applies to applicants wishing to hire rooms at the North Ringwood Community House.

Objective

The North Ringwood Community House will provide premises and facilities for hire to profit and not-for-profit organisations, groups and individuals, subject to this policy and the procedures herein and the NRCH hire agreement, as amended from time to time.

Policy

Premises and facilities will not be hired for any purpose that is illegal or contrary to the NRCH strategic framework, MCC lease or the current funding agreement.

Unless otherwise required by the CEO, the booking officer will have the delegated authority to authorise hire and to refuse hire should it be considered a risk or misaligns with the NRCH strategic framework, MCC lease or funding agreement.

Room hire is not available for 18th and 21st birthday parties.

Room Hire for external groups requesting alcohol functions will be evaluated by the Booking Officer who will assess the risk associated with the hire before accepting the booking.

NRCH staff may use their discretion to accept bookings for alcohol functions (other than 18th and 21st birthday parties) for staff/committee/regular house attendees where a relationship exists and details of the function is known, i.e. Staff Christmas party provided the Victorian Government Responsible Service of Alcohol Guidelines can be met - see <https://www.vcglr.vic.gov.au/resources/education-and-training/responsible-service-alcohol>



Policy

Organisations, groups and individuals will be required to sign a hire agreement and pay the applicable hire fee and any bond prior to use of premises and facilities. Hiring fees and bonds will vary according to reason of the hire and duration of the hire.

The House requirements for use of premises and facilities will take precedence over availability for hire.

Hiring will be available on a one off basis or on a recurrent basis. A separate contract may be negotiated for longer term recurrent hiring arrangements.

All hirers will have access to the hired space during the specified agreed hire timeframe only.

Room Hire includes designated room, kitchen, refrigerator, urn, stove, oven and microwave and are available for use as part of the hire charge. Laptops and projectors are available for an additional fee and tea and coffee facilities can be negotiated for a small fee.

Unless otherwise agreed in writing, the hirer will be fully responsible for all organisation, setup, management, operation and clean-up after use.

The hirer will be required to be covered by public liability insurance of no less than \$10 million, either by their own insurance evidenced by a Certificate of Currency of Public Liability Insurance, or insurance cover offered by the Maroonah City Council, for which a fee will apply.

The Hirer shall not:

1. Allow the premises to be used for any illegal or objectionable purpose nor do anything or permit anything to be done on the premises which is an annoyance or nuisance to adjoining occupiers.
2. Permit anything to be done on the premises nor bring or allow to be brought on to the premises, anything which may in any way invalidate or violate the conditions of any existing insurance policy.
3. Affix to any part of the building any object which will mark or damage the building.
4. Use any portable cooking appliance in any part of the building other than the kitchen, without the express permission of the NRCH booking officer.
5. Sublet the room during the period of the Hire.
6. Permit any vehicle to be driven or parked other than on or in designated parking areas or roadways.
7. Breach security by leaving doors open and unattended. The sensor on the automated front door must not be tampered with.

NRCH has the following rooms available for hire:

Room 1	Childcare Room
Room 2	The Hall
Room 3	General Classroom
Room 4	Craft Room
Room 5	General Classroom
Room 6	General Classroom
Room 7	Computer Room

Booking times will be adhered to on all bookings, but extra time may be available on request to the booking officer. Booking times need to include set-up or clean up times, these times are to be added to the room hire times.

General Hire Pricing:

\$20 per hour includes tea & coffee - up to 10 people



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\$25 per hour includes tea & coffee - up to 20 people

\$30 per hour includes tea & coffee - 20+ people

Plus

\$16.50 public liability insurance or

\$33.00 public liability insurance if alcohol is involved (if approval given by the booking officer).

Party Hire/Social Function Pricing:

\$40 per hour

\$240 evening social function (no alcohol allowed)

NO HELIUM BALLOONS ALLOWED

Building must be vacated by 11pm.

A call out fee will be charged if after hours monitoring of the building is required.

BOND: A \$250 - \$750 bond is required for all social events and will be refunded in full pending satisfactory inspection by staff after the event (bond to be determined according to risk assessment)

PAYMENT. A deposit of 1 hour's fees must be made at the time of booking. This amount is non-refundable. The bond, plus any remaining hire fees must be paid at the time of collecting the access fob. No booking for hire will be formalised or accepted until the non-refundable deposit fee has been paid and a hire agreement has been completed and signed.

INSURANCE: A copy of Public Liability Insurance/Certificate of Currency must be provided to the Booking Officer at least one week prior to the function. (Insurance may be purchased through the booking officer).

DECORATIONS. Decorations may be used with permission. The use of pins, nails, screws or staples to affix decorations is not permitted. Use of such items could cause the loss of deposit. No Helium balloons allowed.

DURATION OF HIRE. All hire activity must finish at the time listed. Without exception NRCH must be vacated by end of hire and before 11.00pm. Hire times must allow time for set up, pack up and cleaning. Time limits will be listed on the hire notice.

DECORUM. The hirer and their party are expected to conduct themselves in a satisfactory manner. The hirer is responsible for attendees whilst on the premises.

NO SMOKING. Smoking is not permitted anywhere on the premises.

NOISE POLLUTION. The hirer will bear all responsibility for the control and abatement of any noise within the House and the surroundings during the period of hire. All music, noise and activities must cease at the time listed. The House is located in a residential area and excess noise will not be tolerated. Failure to do so will result in forfeiture of the security deposit and may result in police action.

CLEANING. It is the responsibility of the hirer to clean the hired area and leave it in the order it was found or a cleaning fee will apply. The hirer will be responsible for leaving the room in a condition such that it is useable by NRCH for normal purposes. Specifically, this will involve

- Removal of decorations and property not belonging to NRCH.
- Restoration of furniture to its normal place, or elsewhere as otherwise agreed.
- Sweeping, vacuuming or mopping the floor.
- Wash, dry and put away all kitchen utensils, wipe down benches and sinks, and ensure all ovens, refrigerators and other equipment is left clean.



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- **Removal of Waste.** Foodstuffs, waste paper, glass cans etc. are all to be removed from the premises. Any items left for NRCH to dispose of will be charged at commercial disposable collection rates.

DAMAGE. Any damage rendered to the building, fixtures, fittings, floor coverings, electrical equipment, furniture, windows, firefighting and safety items, interior decorations etc. will be borne by the hirer.

INJURY. NRCH accepts no responsibility for any injury suffered by person/persons hiring the facility or any person in attendance during the period of hire whether the injury is received in the facility or surrounds.

PRIVACY. NRCH provides signage stating "Room in Use. Please Do Not Enter". It is the responsibility of the hirer to display the signs on doors to highlight the room is in use and to reduce interruptions.

SECURITY. The hirer is responsible for ensuring that the first person to enter the building immediately turns off the alarm system - a penalty will be incurred if security is called. The last person to leave must ensure lights and heating/cooling are turned off. On vacating the building, check that everyone has left, doors and windows are securely closed, all equipment is turned off and the door is locked and the alarm system is switched on immediately upon exiting the building.

FOB to be returned promptly to NRCH during business hours next working day.

FORFEITURE OF DEPOSIT A bond is payable at the time of making the booking and the deposit and/or bond may be forfeited if one or more of the following occurs:

- A booking is cancelled with less than 7 days' notice and this has resulted in either a loss of income or needless expense on the part of NRCH.
- Any damage to buildings, furniture or equipment results from the activities associated with the hiring of the room.
- The room is not left in a state suitable to be used by the NRCH for normal purposes.
- The security alarm system is activated as a result of failure to follow correct procedures.
- The fob is not returned during business hours next working day.

WWCC AND CHILD SAFE POLICY. All business hirers with the responsibility of children, or who have children in their care, must provide a current Working with Children Check and Organisational Child Safe Policy to the administration office at the time of booking. This does not apply to personal hires and party hires.