

PARISH OF SOUTH DAREBIN

HIRE OF FACILITIES POLICY

PURPOSE AND SCOPE

The Parish Council welcomes enquiries from the wider community wishing to meet, celebrate or hold an event in one of our facilities at All Saints Northcote or St James Thornbury. This policy is intended to provide a clear and transparent framework for the hire of our facilities.

The policy covers the hire of the following facilities: All Saints meeting room, All Saints church and St James Church, as well as the grounds of All Saints. It does not cover the use of the All Saints parish hall, which is currently subject to a partnership agreement with the Brotherhood of St Laurence, nor the St James parish hall, which is currently leased to a Dance Company.

POLICY STATEMENT

It is Parish Council policy that the wider community, especially local charity and not-for-profit community groups, be encouraged to make use of the meeting room at All Saints. The All Saints' meeting room is available for one-off and regular hire. The All Saints and St James churches may be made available for single-use events. Parish facilities will not be made available for activities or to groups that are considered to be incompatible with the values of the Anglican church, causes that cause harm to the environment or political campaign events. Activities and events open to the general public may be permitted.

Priority of use is in this order:

- confirmed bookings
- activities and programs of the Parish of South Darebin
- community groups seeking regular use of a facility
- individuals, community groups, businesses or governments bodies seeking occasional use.

All hire arrangements are to be in written form and subject to any required payment being paid in advance and Public Liability Insurance being held by the hirer. All hire agreements are to be consistent with the procedures and conditions as outlined in this policy.

Hire fees are set out in the Schedule to this Policy and may be adjusted periodically by the Parish Council. In special circumstances, fees may be discounted or waived by the Parish Council. Hire fees will not be charged for Wurundjeri People/Peoples.

PROCEDURES AND CONDITIONS OF USE

Bookings, Fees and Bonds: In the first instance, booking enquires should be made to the parish representative as advised on the parish website <www.southdarebinparish.org.au>. Unless by special arrangement, bookings are only confirmed on payment of the prescribed hire fee. Payment is to be by electronic funds transfer (EFT). No bond is required, but any damage or breakages must be reported within 24 hours and paid for in full. An additional cleaning fee will be charged if the facilities are left in a mess and/or the kitchen has not been cleaned.

The receipt of a signed booking form and payment of the hire fee, constitutes an agreement to hire the use of the facilities.

Payment of Hire Fees and Refunds: An invoice will be emailed on receipt of a completed hire agreement form and is to be paid prior to the hire. If necessary, any additional expenses incurred (cleaning, breakages, etc) will be included on a subsequent invoice. A receipt will be provided on request. Refunds will only be given for cancellations made two months in advance of the hire date.

Changing Hire Dates and Times: Prior approval in writing is required for any proposed change in hire dates or times.

Short Term Hire Agreements: Where the hirer seeks a one-off use or occasional or short-term hire (up to one month), they will need to complete 'A Short-Term Hire Agreement'. This is a pro forma issued by the Diocese for use by Parishes. Such hires are subject to the conditions listed on the pro forma agreement, with the following amendments:

- Re access – item 5 on the pro forma is deleted and to be replaced by 'Evening functions are to conclude no later than 11pm and the facility must be vacated by 11.30pm'.

Re alcohol – items 19 and 20 are deleted and replaced with ‘ The serving or selling of alcohol is not permitted’.

Re liability – item 24 on the pro forma is amended to require damage to be reported within 24 hours (not 7 days).

Medium, Long Term or Ongoing Hire Arrangements: Where a hirer seeks to hire a facility for medium, long-term or ongoing use, a formal licence will need to be entered into with the Diocese. This will be facilitated by a churchwarden.

Church Hire: The use of the All Saints church or the St James church for a purpose other than public worship requires authorization of the Archbishop, the vicar and churchwardens. This will be facilitated by a churchwarden. When hired, the church is ordinarily used for one-off events, such as a meeting, lecture or concert.

Check-in and Check-out Times: Standard times are Monday to Saturday:

- Morning hire 8am to 12 noon
- Afternoon hire 1pm to 5pm
- Evening hire 6.30pm to 10.30pm.

These times can be altered by prior arrangement.

Keys and Opening and Closing up: Arrangements to open and close the facility will be made at the time of the booking. Where a church representative opens up a facility, the hirer will be responsible for locking the facility when leaving. Hirers who have been lent a key will be responsible for opening and closing the facility and returning the key at the end of the hire or hire period.

Requisites and Equipment: Hire of a facility or grounds includes access to a kitchen and toilets. Basic kitchen and bathroom requisites are provided. The All Saints meeting room has chairs for 30 people, tables, white board, heating and a ceiling fan. It does not have access to Wi-Fi, nor facilities for projection or a PA system. Sticky tape or drawing pins are not to be used on walls.

Maximum Capacity: The number of people on-site is not to exceed 30 persons at any time, unless by prior arrangement.

Insurance: All hirers are required to provide their own Public Liability Insurance. The Diocese has arranged an insurance option for individuals without Public Liability Insurance of their own. This can be accessed via <www.anglicanhalls.com.au>.

Signage: Temporary signage by way of A-frame or banner may be permitted during the period of hire by prior arrangement.

Child Safety and Supervision: All visitors under 18 years old are to be supervised by a responsible adult at all times. If using the kitchen, make sure the childproof locks are in place on the cupboards under the sinks. Also note that hirers conducting activities for children are bound by the Victorian Child Safe Standards – to ensure that the safety of children is promoted, child abuse prevented and allegations of child abuse properly responded to. Further information can be found at www.dhhs.vic.gov.au/publications/child-safe-standards.

OHS and First Aid: The hirer is responsible for ensuring that any activities minimize the risk of personal injury or damage to the facilities. A Health and Safety Booklet has been prepared and provides a set of guidelines for the safe use of the buildings and facilities. It is available on the Parish website and hard copies can be provided on request. Also note that First Aid is the responsibility of the hirer. Hirers must provide their own first aid equipment.

Pets: No dogs, cats or other pets are permitted on the premises – unless by prior arrangement.

Noise: Be courteous to our neighbours at all times and, in particular, be aware of the EPA regulations, which in summary state that no loud noise is permitted:

- before 7am and after 10pm Mondays to Thursday,
- before 7am and after 11pm on Fridays
- before 9am and after 11pm on Saturdays and public holidays
- before 9am and after 10pm on Sundays.

Please note that a Churchwarden or other nominated representative of the Parish Council reserves the right, without notice, to eject any hirer and/or guest/s of the hirer that breach any condition of the hire (without refund of fees).

RESPONSIBILITIES

Churchwardens: The churchwardens have responsibility for:

- (a) considering and, if supported, approving applications for short term hires (other than for a church) and facilitating a licence for medium, long term or ongoing use;
- (b) maintain records of all hire agreements and licences;
- (c) liaising with the Parish Treasurer to ensure that invoices are sent out and paid in a timely manner; and
- (d) if required, the provision of keys to hirers and their return.

The churchwardens will also nominate a churchwarden or other member of the Parish Council to be the primary contact for prospective venue hirers.

Hirers: All hirers are responsible for:

- (a) ensuring that the conditions outlined in this policy and of their hire agreement or licence are met; and, in particular are responsible for
- (b) the behavior of any person participating in an activity or event run by the hirer; and for
- (c) nominating a 'responsible person', who if not the hirer, will be a person on-site during the hire period responsible for participants meeting of all hire conditions.

Parish Council: The parish council is responsible for:

- a) making this policy generally available; and
- b) the periodic review of the policy.

DEFINITIONS

Churchwarden: Being two parishioners elected at the annual meeting of the parish and another parishioner appointed by the vicar.

Diocese: Being the Anglican Diocese of Melbourne or, in the context of the property owner, means the Melbourne Anglican Trust Corporation.

Hirer: A person, group, business or government or other group that has signed a hire agreement or licence with the Parish of South Darebin and/or Anglican Diocese of Melbourne.

Parish Council: The body established for the Parish of South Darebin under the Diocesan Parish Governance Act 2013.

Parish of South Darebin: The Parish of South Darebin is part of the Anglican Diocese of Melbourne. It has two churches – All Saints at Northcote and St James at Thornbury.

Wurundjeri People/Peoples: For the purposes of this policy, Wurundjeri People/Peoples seeking use of facilities or grounds available for hire, Wurundjeri means a group under the auspices of the Wurundjeri Woi Wurrong Cultural Heritage Aboriginal Corporation.

ASSOCIATED DOCUMENTS

- Hire or Use of Church Property pdf (Anglican Diocese of Melbourne)
- Health and Safety Guidelines booklet (All Saints)

DATE OF APPROVAL / DATE OF REVIEW

20 May 2024. / 20 May 2027

SCHEDULE OF FEES – 2024

FACILITY	INDIVIDUAL, CHARITY OR NOT-FOR-PROFIT GROUP	BUSINESS OR GOVERNMENT BODY
All Saints meeting room	\$30 per half day or evening (up to 30 people).	\$100 per half day or evening (\$300 per 24 hours).
All Saints church	\$50 per half day or evening (up to 30 people). \$100 per half day or evening (more than 30 people)	\$100 per half day or evening (up to 30 people). \$200 per half day or evening (more than 30 people).
St James church	\$50 per half day or evening (up to 30 people). \$100 per half day or evening (more than 30 people).	\$100 per half day or evening (up to 30 people). \$200 per half day or evening (more than 30 people).
All Saints grounds	\$30 per half day or evening (up to 30 people).	\$100 per day.