

## COUNCIL POLICY

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### **Katanning Community Groups Hire Charge Policy**

- Policy Number:** 6.12
- Policy Subject:** Katanning Community Groups Hire Charge Policy
- Objectives:** To encourage the effective use by community groups through an equitable access process.
- Policy Statement:** To provide access to shire owned facilities that best meet the community's current and future needs and are available for use by all community groups.
- Guidelines:** To make the following shire facilities available to Katanning community groups to hold meetings free of charge:
- Community Room at the Katanning Library
  - Meeting Room at the Katanning Leisure Centre
  - Meeting Rooms at the Town Hall/Katanning Regional Entertainment Centre

Community groups include, but are not limited, to the following:

- Sporting groups
- Church groups
- Voluntary community support groups
- Not for profit organisations
- Playgroups
- Groups/individuals undertaking community projects.

#### **Administration**

Bookings are to be directed to the relevant staff of the facility.

#### ***Bookings and Charges***

Bookings of the facility will be taken during normal operating hours and are not confirmed until the relevant hire form and conditions of hire form have been signed and returned.

No Fee and/or charge will be made to community groups for the hire of the facilities listed above.

Charges in relation to call out fees remain applicable to community groups. The charges for call out fees are listed in Council's schedule of fees and charges.

***Consumption of Alcohol***

Consumption of alcohol is not permitted at the facilities listed above.

***Compliance with Acts and Regulations***

The hirers shall comply with the provision of the Health Act and any other Act and/or Regulation in force for the time being and applicable to such hiring and use of the facilities.

***Other Conditions***

- 1) All hire conditions as listed on the conditions of hire form must be adhered to.
- 2) Hirers of the facility who pay for the facility have priority in making bookings and will replace a community group booking when required.
- 3) Bookings for community groups will only be permitted for a maximum of up to three months in advance.
- 4) Cancellation with less than 48 hours notice, or not attending a booking will result in the community group being charged for the facility at the not for profit rate stated in Council's schedule of fees and charges.
- 5) The Katanning Community Room at the Library can be hired to community groups outside of usual operating hours. If Shire staff are required to attend call outs for non-arming of the facility then a call out charge will be payable by the community group as set out in Council's schedule of fees and charges.

Applications for free venue hire for activities other than meetings can be made to the Chief Executive Officer and will be approved at their discretion

<b>Resolution Number:</b>	Ordinary Council Meeting -	OC92/14
<b>Resolution Date:</b>	24 September 2014	
<b>Amended:</b>	22 October 2014	OC/106/14
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<b>Source:</b>	Community Services and Facilities	
<b>Date of Review:</b>	October annually	
<b>Review Responsibility:</b>	Executive Manager Projects & Community Building	