

## 1.12 Venue Hire Contracts Policy

### 1. Purpose

The purpose of this policy is to provide guidelines to the Board of Aldinga Community Centre for the management of the hiring of the facilities managed by Aldinga Community Centre as per Partnership Agreement with City of Onkaparinga.

### 2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Chairperson or his/her delegate to ensure that the procedures are implemented.

### 3. Principles

Aldinga Community Centre believes that all decisions, actions and communications in respect to the hire of the facilities should be done so in a way that minimises risk to the organisation and adheres to the principles of sound management.

### 4. Definitions

**Hire** - To provide access at a cost or at no cost to organisations, government agencies, community based providers, individuals and private organisations of the facilities at Aldinga Community Centre.

**Hirers** Those organisations, government agencies, community based providers, individuals and private organisations who hold a contract of hire with Aldinga Community Centre to access Aldinga Community Centre.

**Facilities** - All facilities covered by the Partnership Agreement with the City of Onkaparinga

**Small not-for-profit organisation** - An organisation which is not profit making, is for community benefit and is deemed by Aldinga Community Centre to be disadvantaged if unable to secure a 12 month contract.

**Aldinga Community Centre Group** - Any group which is supported by Aldinga Community Centre to be able to provide services and activities to the community and would not be able to operate without the support of the Centre.

**Partnership Agreement** - The agreement between City of Onkaparinga and Aldinga Community Centre in terms of all aspect of access, funding and operation of the Centre.

## 5. Policy

Hirers as described cannot be offered a hire contract of more than 6 months.

Small groups and Aldinga Community Centre groups are exempt from this provision and can be provided with a 12 month hire contract in accordance with the Partnership Agreement.

## 6. Approvals

	<b>Policy</b>	<b>Procedure</b>
Approving Authority	Board of Management	Board of Management
Approval Date	21 <sup>st</sup> September 2017	21 <sup>st</sup> September 2017
Next Review Due	September 2018	September 2018