



Policy & Procedure

ROOM HIRE POLICY & PROCEDURE

Policy number:	14	Version:	6
Responsible Person:	CEO	Reviewed by:	CEO
Organisational Area:	Operational / Organisational	Review Date:	5/4/2023
Approved and adopted by:	Board of Governance	Next Review Date:	April 2025

Scope

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

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

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 NRCHI hire agreement, as amended from time to time.

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

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

Minimum hire is for 2 hours for general hire, 3 hours for social hire.

NRCHI is an alcohol free venue.

NRCHI staff may use their discretion to accept bookings for alcohol functions (other than 18th and 21st birthday parties) for staff/Board/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>

Organisations, groups and individuals will be required to sign a hire agreement and pay the applicable hire fee and any bond **7 days prior** to use of premises and facilities. Hiring fees and bonds will vary according to reason of the hire and duration of the hire.

NRCHI 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.



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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 Maroondah 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 /electrical appliance in any part of the building, 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	Multi space Room
Room 2	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 are for a minimum of 2 hours for general hires and 3 hours for social hires and need to include set-up or clean up times, these times are to be added to the room hire times.**

Covid-19

All Room Hire applicants must abide by the NRCHI Covid Safe Plan which includes how they will manage the Government Restrictions for Covid-19 in place at the time of their room hire.

Depending on the Government Restrictions in place at the time of the room hire, the NRCHI Covid Safe Plan may outline:

- Following the latest guidance regarding the use of Face masks
- Ensuring participants use hand sanitiser and other hygiene measures
- Ensuring appropriate physical distancing of patrons and appropriate density quotients are adhered to depending on the restrictions in place at the time
- Disinfecting high touch points and surfaces

A person is not permitted to enter a community house if:

- they are feeling unwell



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- they have been potentially exposed to the virus and have not yet been tested
- they have been tested but are still awaiting their test result
- they have tested positive and should be self-isolating

Annual December/January Closure:

North Ringwood Community House closes annually between mid December and mid January. We do not hire the premises and/or facilities during this period.

General Hire Pricing:

Rooms 1, 2 & 7 - \$30 per hour

Rooms 4 & 5 - \$25 per hour

Room 3 & 6 - \$20 per hour

Small serviced office - \$15 (by negotiation)

Tea & Coffee - \$2 per person

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)

Tea and coffee - \$2 per person

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.

Tea and Coffee Facilities

Tea and coffee facilities may be negotiated at the time of booking for a small fee per person

TERMS:

ALCOHOL: Alcohol is not permitted anywhere on the premises, unless approval is given by the CEO

BOND: A \$400 bond is required for all after hours and social hires and will be refunded at the conclusion of the hire period less any amounts deducted by NRCHI for damage, security breaches, additional cleaning, fob replacement, heaters/air conditioners left on and after-hours staff callouts.

Bond Reduction Pricing:

- \$400 if booking is cancelled with less than 7 days' notice.
- Up to \$400 for damage to buildings, furniture or equipment (determined by damage)
- \$60 for cleaning if the room is not left clean with rubbish removed
- \$100 if the security alarm system is activated as a result of failure to follow correct procedures
- \$10 per hour after room hire finish until turned off by staff member for lights/heating/cooling/equipment left on.
- \$20 for not returning the fob during business hours next working day



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- \$50 for after-hours staff call outs as a result of failure to follow correct procedures, ie leaving heaters on over the weekend, not setting the alarm upon leaving.
- \$30 per 15 minutes or part thereof if premises are not entered and vacated as per Hire Agreement.

PAYMENT. A deposit of \$40 must be made at the time of booking. This amount is non-refundable. The bond, plus any remaining hire fees must be paid **7 days prior** to use of premises and facilities. 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.

ELECTRIC EQUIPMENT. All portable electrical appliances, ie laptops, phone chargers, speakers etc must be checked for safety before being brought onto NRCHI property. An electrical Test and Tag (AS3760) using an approved Test and Tag provider every 12 months must be done on all portable electrical appliances to ensure the safety of people in the building who come in contact with the appliance while also minimising the risk of an electrical hazard.

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.
- 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.

FIRST AID. NRCHI is not required to provide a first aid kit within the facility for use by Hirers. It is the responsibility of each Hirer to ensure the provision of adequate coverage during their period of hire.

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. Notify NRCHI of any



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injuries, damages, emergencies or near misses that have occurred by contacting the Office staff on the next business day. The Hirer will need to complete an Incident Report Form which can be collected from the office.

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. Failure to do so may result in a deduction from the security deposit.

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

CANCELLATION If a room hire is cancelled at least 7 days prior to the booking date, a full refund will be given. However, the \$40 non-refundable deposit will be deducted.

No refunds will be given for any cancellations within 7 days prior to the booking date. After this date, only at the discretion of the CEO, special consideration may be granted due to extenuating circumstances and a refund may be provided.

If NRCH cancels the booking after commencement, a pro-rata refund will be given.

Booking changes and cancellations for regular ongoing hirers are required to give 4 weeks’ notice to vary their hire, or 60 days notice to terminate their hire agreement. Failure to provide sufficient notice of termination will result in all remaining fees payable immediately as per signed rental agreement.

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 including the updated Child Safe Standards to the Administration Office at the time of booking.

This does not apply to personal and party hires.

❖ *Statement to be signed by the person booking the Room Hire declaring they have read, understood and will abide by this policy*

Room Hire Policy Statement

NAME

Statement

I have read and understand my obligations under the North Ringwood Community House Room Hire Policy, and will abide by it.

Signed



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Date

Related Documents

Code of Conduct Policy
 Risk Management Policy
 NRCHI Room Hire Information and Conditions booklet

Document Locations

Electronic file folders accessible by NRCH Administration staff
 Policy & Procedure Manual
 Website

Date reviewed	Version	Details of changes (if any)	Date of next review
29/4/22	4	Removal of reference to Covid Safe Plans, Check in Marshalls, Double vaccination requirements Addition of NRCHI is an 'alcohol free' premises. Updated details on bond reduction amounts included.	April 2025
5/10/22	5	Change in tea and coffee with a charge per head	October 2025
5/10/22	5	Clearer definition of general hire / social hire	October 2025
5/10/22	5	Addition of conditions of booking changes/cancellations for long term ongoing hirers	October 2025
5/4/23	6	Updated hiring rates Updated Childsafe Standards to be included in Hirer's Child Safe Policy	April 2025