



## Policy & Procedure

### ROOM HIRE POLICY & PROCEDURE

Policy number:	14	Version:	7
Responsible Person:	CEO	Reviewed by:	CEO
Organisational Area:	Operational / Organisational	Review Date:	19/06/2023
Approved and adopted by:	Board of Governance	Next Review Date:	June 2026

#### Scope

This policy applies to management, staff, and all individuals and organisations requesting to hire rooms and facilities at the North Ringwood Community House Inc. (NRCHI).

#### Objective

The purpose of this policy is to ensure that the hiring of rooms at NRCHI will be managed in compliance with the NRCHI strategic framework, MCC lease and/or funding agreement.

NRCHI 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 conditions of the NRCHI Room Hire Information and Conditions of Hire Booklet as amended from time to time.

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North Ringwood Community House closes annually between mid December and mid January and room and facilities will not be available for hire during this period. At all other times, NRCHI requirements for use of the premises and facilities will take precedence over availability for hire.

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

Room hire will not be available for 18<sup>th</sup> and 21<sup>st</sup> birthday parties.

Hiring will be available on a one-off basis or on a recurrent basis.

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. (Insurance may be purchased through the NRCHI Booking Officer).

Designated NRCHI staff may use their discretion to accept bookings for alcohol functions (other than 18<sup>th</sup> and 21<sup>st</sup> 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>

Alcohol is not permitted for all other groups/hires without the express approval of the CEO.

Smoking is not permitted anywhere on the premises.



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### Rooms and Facilities

NRCHI 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

Room Hire will comprise the designated room, kitchen, refrigerator, urn, stove, oven and microwave for use as part of the hire charge. Laptops and projectors will attract an additional fee, and tea and coffee provisions 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.

All hirers will have access to the hired space during the specified agreed hire timeframe only. Booking times are for a minimum of 2 hours for general hires and 3 hours for social hires. Booking times should include a calculation for expected set-up and/or clean up times. Agreed Booking times must be adhered to on all bookings, but extra time may be available on request to the Booking Officer prior to commencement of the activity/event.

Conditions of hire including up to date pricing, security and access arrangements, Incident reporting, Emergency and Evacuation procedures, Code of Conduct, Covid 19 requirements and cancellation procedures are contained in the NRCHI Room Hire Information and Conditions of Hire Booklet. Organisations, groups and individuals will be required to sign the 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.

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.

### Child Safety

All “business” hirers with the responsibility of children, or who have children in their care, must provide a current Working with Children Check and an Organisational Child Safe Policy reflecting the Victorian Child Safe Standards 2021 effective July 2022 to the Booking Officer at the time of booking. Business hirers who do not have their own Child Safe Policy must acknowledge and sign the NRCHI Child safe policies.

[..\Policies & Procedures\2022-2023\Risk Child Protection Policy.docx](#)

[..\Policies & Procedures\2022-2023\Risk Child Safety and Wellbeing Policy.docx](#)

This does not apply to personal and party hires.

### Related Documents

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

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### 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 Child Safe Standards to be included in Hirer's Child Safe Policy or signed copies of NRCHI Child Safe Policies	April 2025
19/6/23	7	Condensed to remove duplication of hire conditions contained in the NRCHI room Hire and Conditions of Hire Booklet.	June 2025