

CHRISTIAN CITY CHURCH FREMANTLE

ORGANISATIONAL POLICY FOR THE ACCESS AND USAGE OF PREMISES BY EXTERNAL ORGANISATIONS

Scope of Policy

This policy shall apply to any organisation that utilises any space for the purposes of meetings, training or any other programs within the premises of Christian City Church Fremantle inc; it shall apply to both profit and not for profit organisations using space, facilities and resources.

Principles of this Policy

- Christian City Church Fremantle inc. shall allow organisations use of training and conference rooms or other space within its premises at a minimal charge subject to application and approval;
- Christian City Church Fremantle inc. may charge any organisation a fee for use of space, facilities and resources in accordance with the schedule contained within this policy;
- Organisations are required to request the use of space, facilities or resources in writing prior to the required date, and must provide payment in advance and/or an applicable bond in accordance with the schedule contained within this policy;
- Organisations using the space, facilities and resources must ensure due care is taken of such space, facilities and resources, and that applicable insurance cover exists in the event of damage to any property belonging to Christian City Church inc.

Responsibilities within this Policy

Christian City Church Fremantle inc. is responsible for maintaining and co-ordinating a timetable of space/facility/resource availability, and for receiving booking requests and forwarding to appropriate people for requested approval. They will advise organisations of the outcome of their request, co-ordinate access (keys, alarm system etc) and receipt bond.

Christian City Church Fremantle inc. will be responsible for co-ordinating the approval process when requests for use of space, facilities or

resources are received. The Community Officer is to advise their supervising officer of outcome of usage decisions.

External Organisation

The hirer is responsible for submitting an application for use of space as required within this policy and for paying applicable fees, charges and bond as outlined. The hirer is responsible for ensuring appropriate use is made of space, facilities and resources and that such are returned to their original state at the conclusion of use.

GENERAL PROCEDURES AND PRACTICES

Application

An organisation may make application to Christian City Church Fremantle to utilise any training/conference space available within the premises located at **232 Hampton Road, South Fremantle.**

Application forms must be completed for each organisation who wishes to make use of the premises. The application should be submitted to the Community Officer at least 2 weeks prior to use required by the applicant.

The applicant organisation will be advised of the outcome of the application within 3 working days.

Approval Process

Approval is based upon availability of space, resources and facilities on the required day (s). Priority is given to other community based not for profit organisations or groups, or organisations/groups who wish to pursue an ongoing access/usage arrangement.

The organisation reserves the right to decline an applicant for any reason and is not obliged to provide a reason for usage refusal to any applicant.

Access to Premises

An approved applicant or organisation will need to arrange access to the premises. This can be done by contacting the Community Officer. Hire periods outside of business hours as stated will require the applicant to collect the keys and security system codes prior to hire.

The hirer is responsible for ensuring access to any of their staff or clients at the times requested in the application.

Not for Profit Applicants

Christian City Church Fremantle inc. welcomes applications from other organisations that work within the community and may at its discretion choose to waive or reduce any hire charges to such organisations.

Suitable Usage

Christian City Church Fremantle inc. will approve applications to an organisation who wishes to use space, facilities or resources for the purposes of providing community services subject to space availability. Usage may include the delivery of training programs or conducting meetings, conferences, concerts and performances, exercise classes, children's and youth activities, seniors events or other services provided by the not for profit community sector.

Organisations whose work is not aligned with that of Christian City Church Fremantle inc. or who do not work in a not for profit sector may utilise the space, facilities and resources as they are available.

Insurance

Christian City Church Fremantle inc. has a comprehensive insurance policy that would cover any liability arising. However, the a copy of the hirers Certificate of Currency is required to confirm bookings.

Christian City Church Fremantle inc. reserves the right to decline any applicant using the facility that has insufficient insurance cover for the service or program they are operating.

Fees and Charges

The hire of space will usually attract usage fees. The fees include the cost of any utilities (power, heating, water, cooling etc.) along with charges for the use of equipment.

Standard of Behaviour

The behaviour of all person on site related to the approved hirer are the responsibility of the hirer. The hirer is responsible for ensuring that any person or people in or about the building shall not:

- Cause a nuisance or annoyance to any other person(s) in the premises, or any other person(s) nearby
- Be in an intoxicated condition
- Be under the influence or in possession of any illegal substances
- Engage in ,incite or encourage any unlawful activity
- Damage the property of Christian City Church Fremantle inc. or nearby properties.

Health and Safety

Hirers are responsible for ensuring compliance with any OH&S regulations, laws or statutes whilst on the premises. The hirer should familiarise themselves with evacuation plans, and placement of emergency equipment at the beginning of their hire.

Conclusion of the Event

The hirer shall be responsible for ensuring that the space utilised is returned to the condition in which they found it. This includes ensuring any furniture is returned to its original position, all equipment is appropriately switched off, stored away and secured and all rubbish taken away.

Schedule of Charges

Christian City Church Fremantle, inc. reserves the right to increase the usage charges on an annual basis.

A copy of the Schedule of Charges will be given to the applicant prior to confirming the booking.

Last Updated April 2008