

<b>Policy Name</b>	<b>Community Centres and Hall Hire</b>
Policy Number	CD30
Responsible Section	Community Development
Responsible Department	Community Development
Date Last Adopted	11 August 2015 amended
Date of Next Review	01 May 2019
Applicable Legislation	Local Government Act 1999
Related Governance Documents	Grants - Facilities Rental Program Public Health and Community Wellbeing Policy
City Plan Theme	Community - A City that supports community wellbeing

## Purpose/Objective

To provide a framework for the equitable, efficient and effective management of the hire of Council's community facilities.

The policy outlines the use, occupancy arrangements and management of the hire of the following community facilities:

### Halls

- Beefacres Community Hall
- Clearview Community Hall
- Devon Park Community Hall
- George Crawford Community Hall
- Kilburn Community Hall
- Klemzig Community Hall
- Mansfield Park Community Hall
- Osborne Community Hall
- Ottoway Community Hall
- Queenstown Community Hall
- Windsor Gardens Community Hall

### Community Centres

- Enfield Community Centre
- Hillcrest Community Centre
- Kilburn Community Centre
- Lefevre Community Stadium

## Scope

This policy applies to all hirers of Council's Community Centres and Halls.

## Principles

Priority for use of Council's community facilities will be given to City residents, locally based groups and not-for-profit organisations.

Council's community facilities are not to be used for the purpose of holding any activities that may be deemed discriminatory or racially intolerant.

Council's Community Centres will be used primarily for activities that provide community development outcomes and benefits for City residents.

Council recognises the need to provide community facilities that are equipped for a range of different uses and cater to the needs of a range of different users.

Council will ensure fair and equitable access for all user groups to its community facilities.

Council is committed to the provision of well-maintained and fit for purpose buildings and related infrastructure and welcomes feedback from users about the standard provided and in relation to opportunities for service improvement.

## Policy

1. All hirers of community facilities will be required to enter into an agreement with Council and comply with the terms and conditions of hire and payment of fees and charges.
2. Use of community facilities for conducting commercial or business activities unless run by and for a not-for-profit organisation, will be limited especially where there is no demonstrable community benefit and will require the approval of the Council or its delegate.
3. Community Centres will:
  - be prioritised towards supporting ongoing programs (e.g. weekly, fortnightly, annually);
  - cater specifically for residents in the local area;
  - support Community Development outcomes (i.e. training in life skills, cultural development, health & fitness, building social networks, etc.);
  - not be available to hire for private parties and functions where there is no demonstrable community benefit or community development outcome.
4. Community Halls will:
  - support a range of activities, events and functions conducted by community organisations and residents;
  - be used for both public and private events and functions;
  - primarily support activities and functions conducted by City residents or locally-based organisations.

5. Hours of use of community facilities will be limited where there exists the potential for adverse impact for local residents from noise or other disturbance arising from facility hire.
6. Fees and Charges will be applied to hire of community facilities in accordance with Council's Fees and Charges Schedule.
7. Bond and key deposit monies will be collected from all hirers and will be refunded to the hirer only if all of the conditions of hire have been met.
8. Application of discount or community rates will be at Council's discretion and will take into account the type and purpose of the activity and the benefit it may have for the community.
9. Priority for use of community facilities may be given for the purpose of delivering Council-managed community programs and services.
10. The Chief Executive Officer or nominee is delegated with the authority to make decisions dealing with special requests and those uses which are not covered in the Policy.
11. Response to requests for hire of a facility will be in accordance with Council's customer service standard.
12. Complaints from hirers in relation to the use of the facility or the service received should be directed via email to [service@cityofpae.sa.gov.au](mailto:service@cityofpae.sa.gov.au) or by mail to the Chief Executive Officer, City of Port Adelaide Enfield, PO Box 110, Port Adelaide SA 5015.

## Definitions

**Community Facilities** means Council owned Community Centres and Halls.

**Locally-based** means community organisations which conduct their activities within the Council area and/or for the primary benefit of Port Adelaide Enfield residents.