

# COUNCIL POLICY

 <p><b>A</b> ADELAIDE HILLS COUNCIL</p>	<b>OCCASIONAL HIRING OF COUNCIL MEETING ROOMS</b>
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<b>Policy Number:</b>	<b>SER-21</b>
<b>Responsible Department(s):</b>	<b>Finance &amp; Corporate Services</b>
<b>Relevant Delegations:</b>	<b>None</b>
<b>Other Relevant Policies:</b>	<b>None</b>
<b>Relevant Procedure(s):</b>	<b>None</b>
<b>Relevant Legislation</b>	<b>None</b>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	<b>Finance &amp; Policy Committee 6/2/01 Council 27/2/01 (Updated 6/7/2004 with Fees &amp; Charges Policy) Updated 21/12/2005 FS&amp;P</b>
<b>Adoption Authority:</b>	<b>FS&amp;P</b>
<b>Date of Adoption:</b>	<b>18 July 2006</b>
<b>Minute Reference for Adoption:</b>	<b>Item 10.2.2 P47</b>
<b>Next Review:</b>	<b>As required</b>
<b>Date of Previous Review:</b>	

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## OCCASIONAL HIRING OF COUNCIL MEETING ROOMS

### OBJECTIVE

The objective of this policy is to provide guiding principles to staff responsible for arranging the hire of Council meeting rooms at the Stirling, the foyer at the Gumeracha Service Center and the meeting room at the Nairne Road Office at Woodside and their associated kitchen facilities.

### POLICY

When hiring Council meeting rooms, regard shall be given to the following matters:

1. Council meeting rooms will not ordinarily be available for hire for commercial and business purposes, or for social functions. Where unusual or exceptional circumstances exist, and it is considered reasonable to do so, meeting rooms may be hired for such purposes.
2. Council is under no obligation to hire its facilities and retains the absolute discretion to decide whether to hire or not to hire a facility in any circumstances.
3. Hiring of a facility is subject to availability. Council use of a facility shall take precedence over other requests, but no booking shall be revoked once it has been confirmed. Council use includes bookings made by elected members and staff for civic functions and meetings (including meetings with non-local government people) for purposes in which Council has an interest. (Council facilities may not be used for campaign or promotional purposes by individual Council members.)
4. The organisation hiring the facility or the function to which it is to be put should not bring Council into disrepute.
5. Adequate arrangements for insurance and security of the building are required.
6. Regular or block bookings (eg every Thursday night) should be avoided to ensure that Council and other groups have a reasonable opportunity to utilise a facility
7. No fee shall apply to bookings related to Council use. (Refer to point 3 above)
8. Fees will be in accordance with Council's Fees and Charges Policy. There is no charge for Community Groups resident to the Adelaide Hills Council area or providing a benefit to AHC residents.
9. Where Council incurs a substantial cost in hiring a facility to a community or non-profit group, an additional charge approximately equal to the expected cost may be charged at the time that the booking is made. Eg to cover cleaning
10. Groups hiring a facility shall be expected to provide their own tea and coffee and other consumables, and clean up before leaving.
11. The general state that the facility was left in when previously hired by a group or organisation, and the behaviour of people, shall be taken into consideration when considering a future request to hire a facility. Confirmed bookings may be cancelled where unsatisfactory behaviour is experienced.