



TITLE	<b>Hire of Facilities Policy</b>
VERSION NUMBER	2
APPROVAL	
RESPONSIBILITY	Waminda Board & Coordinators
LAST REVIEWED	<b>February 2022</b>

## **Introduction**

Waminda Community House is willing to hire its facilities to other agencies and organisations.

## **Purpose**

The purpose of this policy is to outline the circumstances where Waminda Community House is willing to hire facilities to other house users.

## **Procedure**

If an agency or other organisation wants to hire facilities at Waminda, they must first:

- Discuss their request with the House Coordinator (or volunteer representative)
- Complete details of their request in the booking diary
- If the facility is being hired outside opening hours, arrangements need to be made for **keys and security** with the hirer.
- Agree to look after the facilities and ensure that it is left clean and tidy after use

## **Keys**

- Keys can be signed for and collected the day before the booking date and returned at the end of the booking. For out of hours bookings, a separate return time can be organised.

**Keys are the property of Waminda House and are not to be copied or cut.**

## **Current Facility Hire fees**

Waminda Community House is very mindful to try to keep any costs to a minimum, while still providing a quality, but affordable venue for hire.

Current fees and charges to be attached to this policy as an appendix for regular review.

## **Current Certificate of Insurance Currency**

All facility hirers must provide the House Co-ordinator with their organisations Public Liability Certificate of Insurance Currency, in hardcopy or electronically, prior to the use of the facilities.

## **Responsibilities**

It is the responsibility of the House Coordinator to manage the hiring of facilities at Waminda Community House.

## **Related Documents**

- *Key and Code Holder's policy*