



St John the Baptist Anglican Church Canberra

Policy on	Hall and Room Hiring
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Responsible agency	Rector
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Parish Council Approvals	March 2020
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LEGISLATION AND STANDARDS

This policy is bound by The Master Policy of the Parish (www.stjohnscanberra.org) Parish Council Login) which recognises the Five Marks of Mission of the Anglican Communion and the Governance of the Diocese Ordinance as the foundations on which our actions are based.

PRINCIPLES

1. The Parish welcomes people hiring the hall and rooms at St John's, as a way of welcoming visitors to the precinct and as a source of income to help maintain the precinct.
2. We need to ensure as far as we can that the hirers are going to respect the premises, especially in regard to noise and cleaning.
3. Our preference is for regular Church-based hirers not one-off events.
4. The Rector (or, in the Rector's absence, the Office Administrator) authorises all hires (whether one-off or regular).
5. Ordinarily, the Hall will not be available for 18 and 21 year old birthday parties.
6. Parish Council, from time to time, and on the advice of the Rector, sets the schedule of fees for hall and room hire. That schedule will be recorded in the minutes of Parish Council.

PROCEDURES

1. When contemplating hiring the hall or other rooms the following information must be obtained from the prospective hirer:
 - a. The type of event (e.g. a book reading club or a dance party for young people).
 - b. The number of people attending
 - c. Whether alcohol is to be served
 - d. Whether alcohol is to be sold (a separate licence from the ACT government is required for selling alcohol; that is the responsibility of the hirer)
 - e. As appropriate, the proposed security arrangements
 - f. Whether there will be children in attendance

2. Prospective hirers must be advised that
 - a. They will need to leave the premises in a good condition, including returning the chairs and tables to their correct positions; sweeping the hall floor; mopping spillages; leaving the kitchen clean; and placing rubbish in the bins behind the hall.
 - b. They are responsible for the number and behaviour of those in attendance. To minimise risk to St John's and to hirers, any advertisement on social media should be kept to an absolute minimum and all appropriate security measures should be taken to ensure that only those explicitly invited can view event details online. A potential way of achieving this is to make any Facebook events 'private' or 'invitation only', and to not activate the 'friends can invite friends' option on any Facebook event.
 - c. There will be an extra charge for any expenses that St John's incurs as a result of the hire, for example if the premises are not left clean
 - d. A pre-authorisation of \$500 will be required against the hirer's credit card, allowing us to deduct up to \$500 if St John's incurs extra expenses, with any further expenses to be recovered separately.
 - e. If children are going to play outside, they must use only the lawn between the offices and the main pathway and not the fountain lawn and or the Churchyard; they must be supervised at all times by an adult.
 - f. If alcohol is to be sold, evidence of having obtained the appropriate license will be required.

3. When office staff handle booking enquiries
 - a. They must advise the prospective enquirer that the Rector (or, in the Rector's absence, the Office Administrator) authorises all hires
 - b. They must be advised of the schedule of fees, which include
 - i. The hourly rate
 - ii. Insurance costs
 - iii. Kitchen, PA system and piano costs
 - iv. A surcharge for groups more than 100 to cover additional cleaning costs
 - c. They should advise the total charge for a one-off hire based on the set fees.
 - d. They should advise the hourly rates for a recurrent hire.

- e. Take note of any special requests for fee reduction to be discussed with and approved by the Rector
4. When office staff finalise the arrangements for a hire they so-confirm with the hirer and undertake the following actions
- a. Arranging, if necessary, for the cleaners to clean the toilets (the toilets are normally cleaned only once a week on a Thursday)
 - b. For a weekend event, arranging to have the rubbish bin emptied on the Friday before
 - c. Going through the conditions again explicitly with hirers at the time of collecting the keys. The critical conditions—particularly regarding noise, cleanliness, stacking the furniture, setting the alarm etc.—are highlighted on page 1 of the Agreement Form, available from the Church office.