



## **Hire of Facilities**

### **Purpose of Policy**

The purpose of this policy is to clarify priorities and exclusions for the hire of facilities owned and operated by North Yarra Community Health. Notwithstanding anything contained in this policy, NYCH is under no obligation to hire its facilities and retains the right to refuse hire for operational reasons.

### **Definitions**

- NYCH Group is any group convened or facilitated by a member of NYCH staff as part of their employment by the organisation.
- Co-tenant Group is any group convened or facilitated by the staff employed by any of the organisations that are co-tenants.
- Local Community Based Organisation is any organisation governed by a Board of Management/Committee of Management or similar operating in the local area.
- Community Sector is the broad Health/Welfare area, largely consisting of not-for-profit, community managed organisations.
- Accredited Training Provider is any provider of training who is accredited to provide training.

### **Priority of Access**

Priority of access for the hire of NYCH facilities is as follows:

- NYCH Group
- Co-tenant Group
- Local Community Based Organisation
- Any other organisation broadly defined as within the Community Sector
- Federal, State or Local Government departments for the purpose of providing services or information, or any entity providing services or information as part of a contract to a level of government
- Accredited Training Provider
- Private individual for purposes not related to the conduct of a business e.g. private party.

### **Exclusions**

The following groups and organisations are excluded from the hire of facilities:

- Any group whose operations are not legal;

- Any group or organisation whose activities are likely to bring the Centre into disrepute in the opinion of the CEO.

### **Application Procedures for Hire of NYCH facilities**

Applications forms for hire of facilities are available from reception. Completed applications should be submitted to reception staff for consideration.

### **Conditions of Use of NYCH Facilities**

- All applications for the hire of meeting rooms must be made in writing to reception.
- All charges are payable within one week of booking and no later than 4pm on the day of hiring.
- A key deposit of \$50 is payable for keys issued. The deposit is refundable on the return of keys or forfeit if keys are lost. All keys must be returned the day after hire of the facility.
- Rooms shall not be sublet or used for purposes other than those nominated on the application form.
- All rooms must be left in a clean and tidy state.
- For after hours use, the hirer is responsible for leaving the premises properly secured and ensuring that lights, appliances etc. are turned off.
- Any damage or other incidents need to be reported as soon as possible or within 24 hours.
- Costs incurred in making any damage good will be charged to the hirer.
- North Yarra Community Health shall not be responsible for any loss or damage arising out of the hiring, nor for any loss or injury which may be incurred by any person or persons using the centre during the hiring period.

### **Mini Bus Hire**

North Yarra Community Health owns a 12-seater bus. The bus is garaged at the Collingwood Centre's car park. A regular car licence is sufficient to drive the 12-seater. Bus Hire application forms are available from reception and completed forms should be returned to reception for consideration. The order of priority for use of the bus is as follows:

- NYCH
- Local community groups and community health activities from other areas.
- Other organisations outside NYCH.

#### **i) Conditions of Use**

- All users are required to pay a deposit of \$80 for any cleaning expenses that might result from the use of the bus. The bond is refundable on the return of the bus in a clean condition with a full tank of fuel and a completed bus mileage form that is available at reception.
- The bus must be collected and returned on time.
- The bus must be returned clean with all rubbish removed and a completed bus mileage form including details of any faults or damage that occurred during use. Otherwise the \$30 cleaning and administration bond will be forfeit.

- The bus must also be returned with a full tank of fuel, otherwise some or all of the \$80 fuel and mileage bond will be forfeit, depending on the quantity of fuel required to fill the tank.
- The bus is not to be taken to the snowfields or out of Victoria without the approval of the CEO.
- Drivers are responsible for any offence or fines incurred.
- Drinking alcohol or smoking is not permitted in the bus at any time.
- Consumption of food and drink is not permitted in the bus at any time.
- Bus is registered to take a maximum of 11 passengers, excluding the driver.
- The current driver license must be presented before the bus is used and appropriate forms completed.
- Any damage to the bus must be reported to the Centre and any costs arising out of the damage will be charged to the user. This will be the payment of the excess at the amount applicable at the time of the accident.
- Drivers under 25 will only be allowed to drive the bus with the approval of the CEO.

**ii) Contribution to running costs**

- Up to 50 km - \$25 minimum charge.
- 50 to 100 km - \$40 per day.
- Over 100 km - \$90 per day.
- Deposit of \$80 will be returned provided the keys are returned, forms are completed correctly, the bus is clean, and there is no damage to the bus. Money for the bus must be paid upfront before the collection of the keys. The receptionist who hands over and receives back the keys will inspect the bus before and after use.

**Disputes**

Routine review of applications will be conducted by the CEO to ensure procedures are implemented in accordance with priority of access and exclusion criteria.

In the event of a dispute in relation to the hire of NYCH facilities or Bus, the matter shall be referred to the Chief Executive Officer, (CEO) for a decision, and both parties shall be advised of the outcome.

If the intending hirer is still unsatisfied with the outcome, they may appeal the CEO's decision by writing to:

The Chairperson  
 NYCH Board of Directors  
 C/-365 Hoddle Street  
 Collingwood 3066

The Chairperson's decision is final.