



ST JOHN'S ANGLICAN CHURCH CANBERRA

Policy on	Hall and Room Hiring
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Responsible agency	Rector
Electronic file name	Hall and Room Hiring Policy.pdf
Repository	https://www.stjohnscanberra.org/documents
First introduced	15 March 2017
Parish Council Approvals	March 2020 15 December 2021 19 July 2023
Next revision due	May 2025

LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by The Master Policy of the parish and diocesan ordinances and polices, most notably the Governance of the Diocese Ordinance.

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 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 Manager of Parish Operations) authorises all hires (whether one-off or regular).
5. The Hall is not available for functions likely to conflict with the principles of good neighbourly behaviour or the need for parish ministry.
6. Parish Council, annually reviews and 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) and timing
 - b. The number of people attending
 - c. Whether alcohol and/or food 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. As appropriate, the proposed cleaning arrangement
 - g. Whether there will be children, elderly persons and/or persons requiring special needs in attendance
 - h. Confirm additional utility requirements (power, toilets, heating, parking, signage, etc)
 - i. Confirm insurance and liability provisions

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, including social media, should be appropriate and security measures should be taken to ensure appropriate/known attendance. For example, Facebook events should be marked 'private' or 'invitation only', and to not activate the 'friends can invite friends' option on the 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, to be used if St John's incurs extra expenses, with any further expenses to be recovered separately through legal and insurance claims.
 - e. The lawn between the offices and the main pathway but not the fountain lawn nor the Churchyard; may be used. Children, elderly and people with special needs are to be supervised at all times by a qualified/competent adult.
 - f. If alcohol is to be sold, the appropriate license will be required before the event may proceed.

3. When office staff receive booking enquiries, they must advise prospective hirers:
 - a. that the Rector (or, in the Rector's absence, the Manager of Parish Operations) authorises all hires,
 - b. the prospective hirer of the schedule of fees, which include;
 - i. The hourly rate,
 - ii. Insurance costs,
 - iii. Kitchen, PA system and piano costs,

- iv. The surcharge for groups more than 100 to cover additional cleaning costs,
 - c. the total charge for a one-off hire based on the set fees.
 - d. the hourly rates for a recurrent hire.
 - e. any special requests, including consideration for fee reduction, to be considered by the Rector.
 - f. Emergency evacuation procedures for the hall.
- 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. Reiterating the conditions 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.
 - d. Returning keys.
 - e. After hire checks and inspection with respect to property damage, insurance and/or bond release and if necessary, complaint resolution and rectification.