



## **Policy 10**

### **Conditions of Hire: Blackwood Church of Christ Premises**

#### **Policy Purpose**

This policy is for the information of those hiring the Blackwood Church of Christ inc premises.

#### **Introduction**

The Blackwood Church of Christ inc is committed to providing a safe and healthy workplace for all employees, volunteers, church members, visitors and all those using the various facilities. This policy serves to clarify conditions around hiring space within Blackwood Church of Christ inc.

#### **Policy**

##### **General Guidelines for Hire**

All bookings need to be made through the Blackwood Church of Christ inc office and confirmed by the Office Administrator. The office can be contacted on 8278 8666 or [office@blackwoodcc.org.au](mailto:office@blackwoodcc.org.au).

The minimum amount of time the building can be hired for on a weekly or term by term basis is 2 hours per week. Should a request be made to use the building for less than this, the 2 hour per week minimum charge will be applied.

Bookings should ideally be made as far in advance as possible. Sessions will not be charged for only if a cancellation is received by the Office Administrator at least 14 days before the event was due to occur. In a situation where a booking is cancelled with less than 14 days notice or when a hirer's activity fails to attract participants, the booking will be charged in full.

Half an hour either side of the booking time is allowed to give hirers time to set up and vacate the building without rushing.

A \$100 refundable key deposit is required if a key is required for access.

##### **Cleaning Expectations**

Blackwood Church of Christ inc is committed to provide a clean, pleasant environment to enable the activities of each hirer to take place. The Church cleaner is paid to attend the premises twice each week for 5 hours in total. Professional cleaning will therefore not

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always occur between bookings, so it is requested that hirers leave the room which is hired in the way that a hirer would expect to find it.

Vacuuming is required to pick up any food crumbs or dirt which the hirer's activity has brought in.

If the inside bins are filled, the hirer is requested to empty the contents into the wheelie bins located in a small recess just off Waite Street, near the main doors of the church.

### **Storage of Activity Related Equipment**

The Church is able to offer only very minimal storage facilities, as there are many users of this building. Therefore, hirers are recommended to take their items home with them whenever possible.

Storage of items can be organised with the approval by the church office but it is done so entirely AT THE HIRER'S OWN RISK. Items must always be stored in the areas designated for them by the Office Administrator. Items should be clearly labelled with the hirer's name and day and time of booking.

It is the hirer's responsibility to insure anything left at Blackwood Church of Christ inc , as the Church cannot guarantee the safety of items left on the premises, and takes no responsibility for the moving, misplacing, damage, loss or theft of items.

Storage approved by the church office is free of charge for groups hiring facilities for a minimum of 5 hours per week. Storage space applies up to a maximum quantity of 2 cupboards and one cubic metre of space. Storage incurring charges apply regardless of how often activities are running.

See the Table of Charges for storage fees.

### **Payment of Hire Fees**

Payment of fees is required in ADVANCE, either a monthly or term to term basis. The preferred method of payment is bank transfer.. Account numbers may be obtained from the office or from the church's website.

If payment falls into arrears by 2 weeks, the Church reserves the right to refuse any further use of the building.

### **Extra Information**

Blackwood Church of Christ inc reserves the right to end hiring arrangements without notice at any time, if the building is needed for Ministry purposes. In these instances, as much notice as possible will be provided but no guarantees can be made. Should this occur, monies paid will be refunded.

The church address is not to be given out as a postal contact for invoices and correspondence for the hirer or the hirer's business. Mail for businesses needs to go to the hirer's own address or PO Box. If hirer's own mail is received at the church, the church can accept no responsibility for forwarding it to the hirer.

**Policy References**

Policy 3 – Work Health and Safety

Policy 6 – Work Health and Safety for Hirers of Premises

Policy 8 – Alcohol and Drugs on Premises

**Review of Policy**

This policy and fees shall be reviewed annually or as required

**Authorised by: (Chair of Elders) Signature:**

..... **Date:**

## Acceptance of Hire Terms

By signing this hirer's agreement I agree to abide by the principles of the Work Health and Safety policies referenced above, which were provided to me and which I have read.

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By signing this hire agreement I agree to the terms and conditions as set out in Policy 10 "Conditions of Hire".

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I confirm I have Public Liability Insurance for the activity carried out on Blackwood Church of Christ Premises and will ensure Blackwood Church of Christ has a current copy of this on file.

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I understand that if I fail to meet the requirements of this hire policy I will no longer be able to use these premises.

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Name of Person Signing:

Business Name: