

West Preston Baptist Church

Hall Hire Policy

The purpose of this policy is to:

- Provide guidance to the occasional use of the church hall and meeting rooms, in alignment with other church policies and direction.
- The policy aims to protect the integrity and reputation of the West Preston Baptist church as a community of God, within the local community area.

Policy:

1. Overview

The church facilities provide a way of connecting with the local community and opening up possible 'mission' opportunities. The church can provide a much needed service to community groups by offering good quality well equipped meeting rooms and hall. A secondary aim of Hall Hire is to provide an avenue for fundraising (within practical limits).

2. Facilities

The church facilities in scope for this policy are the back hall and the two meeting rooms. The church (front hall) is not to be hired out except with permission from the Diaconate.

3. Capacity

The table below shows the maximum capacity of each room:

Room	Seated	Standing/ mingling
1 st meeting room	8 people ⁽¹⁾	-
2 nd meeting room	12 people ⁽¹⁾	-
hall	50 people around tables	80

note 1: both permanently allocated to Sanctuary Foodbank from July 2020

4. Supported activities

The facilities are not to be hired out on a Sunday morning, when worship services are held. It may be made available before 8.30 and after 1pm on Sundays, as long as this does not impact on the church's own programs. The table below outlines the priority of use for the Church facilities.

Priority	User	Description of use for Hall hire	Charging rate
1	Church	Meetings and other activities.	NIL
2	WPBC participants	Informal social use such as children's parties, where the host attends WPBC.	Non-profit rate
3	Community groups	Playgroups and other community and non-profit groups	Non-profit rate
4	Private or corporate use	Business functions (eg: workshops), or children's (5 yrs old or less) birthday parties	Profit rate

Private **parties for school age children are generally not supported** in order to maintain the integrity of the church's reputation with surrounding neighbours, minimise supervision required and minimise potential damage to church property. The deacons are to make the final decision on all hall hire matters and all requests for use outside of the above guidelines are to be referred to them for approval or otherwise.

5. Charging rates

The rates charged should cover basic wear & tear on the facilities and estimated utility usage (electricity, water, rubbish collection, etc). The rates should be comparable to other hall hire rates.

The method for calculating Hall hire rates should be documented and reviewed annually.

The following table outlines the current hall hire rates:

	Hall hire rates (per hour)
Non profit rate	\$12.00
Profit rate, one off (party)	\$120 for 3 hours (min. hire period), with additional hours charged at \$28 per hour
Profit rate, regular groups	\$28 per hour.
BOND	\$100 (private, one-off events)

Note: The length of time being charged should include the time from arrival to setup the Hall, through to the time after clean-up and last person leaving.

It is preferred that payment is made prior to the event taking place. In general, for private parties a bond is required.

6. Insurance Cover

The church's insurance policy with the Baptist Insurance Scheme includes public liability cover for groups that are overseen by the church (approved by diaconate) and any "private family functions".

All other groups must have their own insurance cover in accordance with the facility hire agreement.

7. Feedback to church

The church provides feedback mechanisms for users of the church halls, in the event of accident or incident, as described in the table below.

User type	Feedback mechanism
Regular groups	<ol style="list-style-type: none"> 1. Feedback direct to Hall Hire coordinator 2. Incident forms for accidents or incidents that occur on the church premises.
Irregular user (one-off user)	<ol style="list-style-type: none"> 1. Feedback direct to Hall Hire coordinator. 2. Incident forms for accidents or incidents that occur on the church premises.

8. Supervision and Alcohol

The following guidelines are to be used for the use of alcohol on church premises:

- a. The Church will not provide/supply alcohol at any functions.
- b. Alcohol will be banned if the majority of participants are under the age of 18.
- c. Where alcohol is permitted, the expectation is that adults will drink sensibly and in moderation.

If alcohol is to be consumed on the premises, Deacons must be notified and approval gained by a majority of the Diaconate.

A decision will be made by the Hall hire Co-ordinator (or diaconate) if the function needs to be monitored by an appropriate church member. For guidance, a function may need supervision / monitoring if there is perceived chance property damage could occur, or excessive noise levels, or disruption to adjacent neighbours.

9. Conditions of Use

- a. No smoking in the hall for health and safety reasons.
- b. No alcohol to be consumed on the premises without obtaining prior approval.
- c. The persons hiring the hall will take responsibility for the cost of damage or breakage during the period of the use of the hall.
- d. **Car parking.** The church has parking sufficient for 14 cars. No cars are to be parked on paths or garden beds. Parents are responsible for ensuring that children are kept safe whilst cars are arriving and departing.
- e. **Jumping castles** are not permitted in any circumstances. Our building insurance does not permit it, even for private hirers who have their own insurance cover.
- f. **Prior to departing** the person responsible for it checks that:
 - a. Play equipment has been packed away in a tidy manner.
 - b. The heaters and any other appliances used have been turned off ;
 - c. The toilets are vacant and clean. Dirty nappies are to be placed in the outside bin;
 - d. The kitchen is left in the condition in which it was found, (if the kitchen is found in an undesirable state please notify us promptly)
 - e. Full rubbish bins are emptied and placed in the outside rubbish bin. Paper and other recyclable materials are to be place in the bins provided.
 - f. The floor is vacuumed and chairs and tables are returned to their original positions.
 - g. Windows are shut and the back hall door is locked (check from the outside)

10. Hall hire Procedure

1. Potential user contacts the Hall Hire Co-ordinator who outlines conditions of use and rates. May need to escort the hirer through the church facility.
2. For enquiries for regular use, the hall hire coordinator will liaise with the pastor or diaconate as appropriate before committing the use of the hall on a regular basis.
3. If usage complies with the Hall Hire Policy, then co-ordinator to offer a Hall Hire form.

4. Ensure the user has Public Liability (if required). Private functions are not required to obtain Public Liability insurance as this is covered by the church's general liability policy. Legal entities and Organisations need to show proof of, or arrange their own public liability insurance.
5. Collect the money, preferably by sending an invoice with direct debit information
6. After the function, the room may need to be inspected to ensure it is clean, not damaged, and in a fit state for the next user.
7. Reimburse bond money as required.

The Hall hire agreement and conditions of use is attached – see appendix 1.

Regular Users as at date of review

Group Name	Commenced	Purpose	Usage times
BaptCare	July 2020	Foodbank	Thursday: 9am – 5pm (weekly)
AA Preston Beginners	Jan 2021	Group Meeting	Monday: 7pm – 10pm (weekly)
AA Preston Sunrise	Dec 2021	Group Meeting	Sat, Sun: 6am – 8.30am (weekly)
Catalyst Training	Jan 2022	Training NDIS	Tuesday & Wednesday: 9am – 3.30pm (weekly)

Attachments

- Facility Hire forms – 3 parts – licence agreement, insurance and condition of use forms
- Template email of instruction from Hall Hire Coordinator

Document Control

Document revision	
Review Period:	12 months
Next review due:	February 2023

Document control					
Version number	Description	Author	Position	Approval Date:	Approved by:
1	Development of policy	Paul Hicks	Deacon Secretary		
2	Update to hall hire rates and insurance requirements	Elizabeth Williams	Deacon	Nov 2011	deacons
3	Incorporated "use of Alcohol" policy.	Paul Hicks	Deacon Secretary	August 2012	
4	Policy review	Tony Williams	Hall hire coord.	Oct 2012	deacons
5	Policy review and adjustment to rates	Elizabeth Williams	Deacon	Oct 2013	deacons
6	Hall hire agreement – plain English version	Elizabeth Williams Luke Simpson	Deacon lawyer	May 2014	
7	Changes to hall hire rates	Elizabeth Williams	deacon	Nov. 2015	deacons
8	Review – no changes	Elizabeth Williams	deacon	12 Dec 2016	deacons
9	Changes to hall hire rates, car parking	Tony Williams	deacon	6 Nov. 2017	deacons
10	Review – no changes	Tony Williams	Treasurer	12 Nov. 2018	deacons
11	Review – no changes	Paul Hicks	deacon	12 Nov 2019	deacons
12	Review – major review	Tony Williams	Deacon	7 Mar 2022	deacons
13	Added induction email (Appendix 2)	Tony Williams	Deacon	31 Jul 2022	
14	Added jumping castle prohibition	Milena Mayorga	Administrator	18 Jun 2024	deacons

Appendix 1:

FACILITY HIRE AT WEST PRESTON BAPTIST CHURCH

note: This agreement has 3 parts. Please ensure you have read and understood each of them and completed the relevant sections.

AGREEMENT between the **West Preston Baptist Church** (“WPBC”)

AND _____ of (“YOU”).

Phone contact: _____

Date of Agreement: _____

Premises:

West Preston Baptist Church, corner Gilbert Rd and Cramer St, West Preston. (“The Facility”)

– “The Facility” includes all buildings and land of West Preston Baptist Church.

Room(s) for hire (*please indicate*): referred to as

Hall	meeting room 1	meeting room 2
worship space	entire building.	

Period of License: _____

(date, start time, end time of event)

Part 1: License Agreement

Conditions: It is YOUR RESPONSIBILITY:

1. to pay West Preston Baptist Church the **fee of \$_____** and the **bond of \$100**, in exchange for which you can use the facility space(s) as agreed, including the furniture that is there, the kitchen equipment, the heating, cooling and other services.
2. to keep the facility in good condition and to leave it clean and tidy. You must remove all rubbish, wash any items used, and replace items where they were found.
3. to pay promptly for the full cost of repairs or replacements, if there is any damage to the facility or its equipment while you use it.
4. to ensure that nothing is done that may damage the facility or be a nuisance to other users of the facility, or to the neighbours.
5. not to use the premises for any illegal activity
6. not to interfere with, damage or remove any equipment.
7. Not to use jumping castles. We cannot allow their use during any events held at the church.
8. to allow a representative of WPBC to enter and view the facility while you are using it, if requested.
9. to abide by **part 3 - Facility Hire – Conditions of Use** - attached to this Agreement. Those terms form part of this Agreement.
10. to get approval from WPBC for any additional structures or materials e.g., marquees, shade cloths, dance floors etc. prior to finalizing the hall hire agreement. NOTE – Jumping castles are not permitted in any circumstances.
11. to indemnify WPBC against all loss, damages, claims and demands (including legal costs) which may be suffered or recovered against WPBC.
12. Subject to **Part 2 - HALL HIRERS LIABILITY FORM – INSURANCE COVER** attached to this Agreement, to have Public Liability insurance of not less than \$20,000,000.00 which covers both you and WPBC, in the event of loss or damage suffered or arising out of your use of the facility. *See part 2 – insurance cover.*

By signing this agreement, you confirm that:

1. you agree to the terms and conditions as outlined above,
2. you have provided the relevant details and agree to the terms of the Hall Hire Public Liability Policy, where applicable (*only for private family functions*)
3. the contract can be terminated by either party with 2 weeks' notice
4. the agreement will be immediately cancelled if you do not abide by any of these terms and conditions
5. the bond shall be returned to you only after the facility is confirmed to be in good condition after your event.

SIGNED:

..... WPBC

..... You / Hirer

Part 2: HALL HIRER'S LIABILITY FORM – INSURANCE COVER

It is essential that Facility Hirers have their own Liability Insurance to protect themselves in the event of an accident. This is required to indemnify the Licensor and Licensee for their legal liability to third persons for bodily injury or damage to property arising from your negligence. Coverage may be available under the Hirer's existing policy or may be arranged by them with their own Insurance Broker or agent.

However, for **private family functions**, at the West Preston Baptist Church's facilities, this can be covered under the Church's existing liability policy by completing the details below. The Public Liability Insurer has accepted that "*Private family functions*" means *birthdays, anniversaries, engagements, weddings and similar private events*.

Indemnity Limit: \$20,000,000
Premium: Nil
Policy Number: TBA
Policy Wording: Available upon request from the Baptist Union of Victoria

EXCLUSIONS:

1. Alcohol cover is not available where alcohol is for sale at the functions
2. Amusements. i.e. entertainers, other than singers and dance bands at a private family function.
3. Occasions held in company names or commercial activities, such as karate lessons, dancing classes, aerobics, bingo or discos, etc.
4. Jumping castles – these are not permitted on our premises in any circumstances.

IF PUBLIC LIABILITY INSURANCE COVER IS REQUIRED FOR A "PRIVATE FUNCTION" PLEASE ANSWER THE FOLLOWING:

Name of Hirer: _____

Date of Function: _____

Type of Function: _____

(e.g. children's birthday, Anniversary, wedding etc.)

No. of Invited Guests: _____

Signature of Hirer

Address:

Today's Date:.....

Telephone:

PLEASE NOTE: Please keep a copy of this form as this will be needed in the event of a claim

Part 3: WEST PRESTON BAPTIST CHURCH FACILITY HIRE – CONDITIONS OF USE

1. No smoking in the hall for health and safety reasons.
2. No alcohol to be consumed on the premises without obtaining prior approval.
3. **Prior to departing** you must ensure that:
 - ❑ The heaters and any other appliances used have been turned off;
 - ❑ The toilets are vacant and clean. Dirty nappies are to be placed in the outside bin;
 - ❑ The kitchen is left in the condition in which it was found, (if the kitchen is found in an undesirable state, please notify us promptly)
 - ❑ Rubbish bins are emptied and placed in the outside rubbish bins. Paper and other recyclable materials are to be placed in the bins provided.
 - ❑ The floor is vacuumed.
 - ❑ Chairs and tables are cleaned and returned to their original positions.
 - ❑ Windows are shut and the back hall door is locked
 - ❑ Play equipment has been packed away in a tidy manner.
4. **Car** parking. The church has parking sufficient for 14 cars. No cars are to be parked on paths or garden beds. It is the hall hirer's responsibility to ensure that children are kept safe whilst cars are arriving and departing.

CONTACTS

Milena Mayorga - Facility Hire
milena@wpbc.org.au

0455547393

Appendix 2: Induction email (sent in week prior to event)

Some reminders on the use of the hall.

*Entry: Key safe to right of entrance. Code is 3072
(please put key back straight away – you don't need it to lock up)*

*Furniture: move around as you see fit (lift couches rather than drag to avoid ripping carpet)
Please put things back roughly as you found them at the end*

*Lights: Foyer/corridor, on right as you enter the foyer
Hall, on left as you go through bifold doors*

*Heating/cooling: in hall – remote on wall between windows
in foyer – remote on kitchen wall on the right as you look through the servery from the foyer*

*Kitchen: oven/microwave for your use if you need (instructions in black folder right cupboard above microwave)
Instant boiling water unit on wall left of the door into the hall
Melamine plates & bowls, plastic kid's plates, glasses/mugs for your use (you'll need to wash up though)
Bring own tea/coffee and put church's aside please*

*Safety items: Basic first aid kit above fridge
Fire blanket on wall left of sink
fire extinguishers: on kitchen wall left of door into foyer & on hall wall near door to corridor*

*Clean up: mop/bucket, vacuum in the large kitchen cupboard along with cleaning stuff
If you have rubbish it would be helpful if you could take it with you rather than filling our bins*

*Lock up: Make sure back door is snibbed and heaters and lights are off before leaving
Snib front door to lock position and close the door (don't need key to lock up)*

I hope all goes well and if there's any issues or questions my number is 0419 178 039.

*Regards
Tony Williams.*