

Operations Policy No: 7

Meeting Room Hire Policy

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| Applies to: All staff, MCRN Manager and individuals/organisations/businesses/MCRN Members using the MCRN Meeting Room | Version: 1.3 |
| Specific responsibility: All staff, MCRN Manager and individuals/organisations/businesses/MCRN Members using the MCRN Meeting Room | Date Approved: 18 Jul 2023 |
| | Review Date: Jul 2028 |

Purpose

The purpose of this policy is to provide users with a clear understanding of the conditions of hire for the MCRN Meeting Room including the responsibilities of the Users and the responsibilities of MCRN.

Definitions

MCRN: Mountains Community Resource Network.

MCRN Meeting Room: the large meeting room that is managed by MCRN and is located in the old Shire Offices on the corner of Loftus Street and San Jose Avenue in Lawson.

User: any individual, group, organisation or business holding an Event in the MCRN Meeting Room.

Event: the activity that the User conducts in the MCRN Meeting Room, for example, meetings, classes, working bees, leisure activities, private functions, etc.

Participant: any person who attends an Event.

Catering Costs: the cost of providing Participants with refreshments during the Event.

MCRN Member: an individual, group or organisation that is a current financial member of the MCRN.

Government Organisation: any group or organisation that represents the interests of, and/or whose key members are employees or elected representatives of local, state or federal government.

Local Community Group: a group that:

- primarily comprises members of the Blue Mountains community
- convenes to pursue a social justice initiative or to support the mental or physical wellbeing of members of the Blue Mountains community
- is not publicly or privately funded
- does not make a profit on its activities, and
- is not a Government Organisation

NFP Organisation: a group or organisation that:

- is publicly funded
- is not privately funded
- does not make a profit on its activities, and
- is not a Government Organisation

Policy

MCRN is committed to assisting MCRN Members, Local Community Groups and NFP Organisations in the Blue Mountains to access resources including the MCRN Meeting Room.

GENERAL CONDITIONS OF USE

Access

The MCRN Meeting Room is available for use day and night, 365 days per year.

The old Shire Offices are locked and alarmed at 5pm Monday to Friday.

Where the Event is scheduled for a public holiday, on a weekend, or after 5pm on a normal weekday, prior arrangement with MCRN must be made at least one week prior to the Event to organise access to the building and obtain a copy of the ***MCRN After Hours Instructions***.

MCRN reserves the right to deny access to the MCRN Meeting Room when there are justified concerns regarding philosophies, aims and objectives of the group/individual requesting a booking, if they are in conflict with MCRN organisational principles or where the group/individual has not respected these **General Conditions of Use** or the **Responsibilities of the MCRN Meeting Room User** (as set out below).

Bookings and Enquiries

Information about the MCRN Meeting Room including the Meeting Room Booking Form, the Meeting Room Hire Policy, facilities and capacity of the MCRN Meeting Room and the MCRN Meeting Room Calendar is publicly available from the MCRN website at www.mcrn.org.au.

Prior to contacting MCRN to make a booking, Users are encouraged to check the availability of the MCRN Meeting Room by consulting the MCRN Meeting Room Calendar.

All bookings must be made using the MCRN Meeting Room Booking Form and should be finalised at least one week prior to the Event.

MCRN encourages advance multiple booking of Events on an annual basis where possible.

Bookings enquiries can be made by email to support@mcrn.org.au or in person during MCRN Administration Office hours.

The MCRN Meeting Room Booking Form can be downloaded from the MCRN website and completed forms should be sent to support@mcrn.org.au.

Event bookings are not finalised until MCRN receives from the User:

- a completed MCRN Meeting Room Booking Form acknowledging that the User has read and agrees to the General Conditions of Use of the MCRN Meeting Room.

- a copy of a certificate of currency for Public Liability Insurance for or on behalf of the User, where required, and
- all and any MCRN Meeting Room hire fees for the Event.

Inspection of the Facility

Users can inspect the MCRN Meeting Room prior to use however appointments are necessary and can only occur during MCRN Office Administration hours and not while the MCRN Meeting Room is in use. Users can request an appointment by email to support@mcrn.org.au at any time, or in person during MCRN Administration Office hours.

Prioritisation

Where booking requests exceed availability of the MCRN Meeting Room, MCRN will apply the following rationale when prioritising bookings:

- MCRN Management and Staff have first priority access
- MCRN Members have second priority access
- Local Community Groups and NFP Organisations have third priority access
- All other booking requests will be considered on a “first come first served” basis

Fees and Charges

The MCRN Meeting Room is available to hire for free, at a discounted MCRN Rate, or at the Standard Rate.

The applicable Hire Rate depends on whether the User is an MCRN Member, a Local Community Group, an NFP Organisation, or none of the above, and, whether or not Participants are charged a fee to attend the Event.

| | Hire Rate where Event is FREE* for all Participants | Hire Rate where Participants are charged to attend the Event |
|--|--|---|
| MCRN Members | Free | Standard Rate |
| Local Community Group | Free | Standard Rate |
| NFP Organisation (not an MCRN Member) | MCRN Rate | Standard Rate |
| All others | Standard Rate | Standard Rate |

**If the only cost to Participants is contributing towards Catering Costs, the Event is still considered as Free for all Participants.*

The MCRN rate and the Standard rate will include an hourly hire fee and a fee cap.

A **fee cap** will apply for bookings on any single day and will be the equivalent of the applicable rate for a four hour booking.

A **cancellation fee** equal to the hire fee will be charged when bookings are cancelled within 48 hours of the hire date.

Hire rates and caps are set out in the attached **MCRN Meeting Room Schedule of Fees**.

RESPONSIBILITIES of the MCRN MEETING ROOM USER

1. The User is required to indemnify MCRN against any and all claims arising from the hire of the MCRN Meeting Room.
2. All Events need be covered by insurance for public liability/risk and any other matter relevant to the purpose for which the MCRN Meeting Room is booked; to the value of at least \$10,000,000.
3. MCRN may agree to cover an Event under its own Public Liability insurance policy where the purpose of the Event is related to community development or a social justice activity and the User does not have its own Public Liability Insurance and is not covered under the Public Liability Insurance policy of another party, for example, under an auspicing arrangement with another organisation, through a parent organisation or a Government Organisation.
4. Users can indicate on the MCRN Meeting Room Booking Form if they request coverage under the MCRN Public Liability Insurance policy.
5. All other Users must provide a copy of their current Public Liability insurance cover when submitting the MCRN Booking Form and then provide subsequent updated copies of the insurance where the policy expires prior to an Event.
6. Events must finish by 5.00pm and can only have access out of hours if prior arrangement is made.
7. Users accessing the building after hours are responsible for maintaining the security of the building by:
 - signing for collection and return of keys
 - ensuring all Participants remain in the public area during the Event and then leave the building at the Event conclusion, and,
 - setting the alarm and locking the doors when exiting the building.
8. Users are responsible for leaving the MCRN Meeting Room in good condition for the next Event.
9. Users are responsible for cleaning up, washing up cups/plates, and moving furniture back as it was after they have finished using the MCRN Meeting Room.
10. Users that do not adhere to this will be given a warning and may consequently be denied future use of the room.
11. The use of MCRN's equipment (e.g. kitchen facilities, whiteboard etc.) is the responsibility of the User, who must ensure that the handling of the equipment is undertaken with due care. Persons are not permitted to make any alterations or additions to the MCRN's equipment.
12. The User is not authorised to sub-hire the MCRN meeting room or loan MCRN's equipment to any other group.
13. Users are responsible for ensuring all Participants sign the MCRN Meeting Room Guest Book.
14. The User will be held responsible for the conduct of all Participants and for the cost of any repairs as a result of damage incurred.

15. Users are required to report any injury to Participants or any damage to equipment or the MCRN Meeting Room itself as soon as possible after the incident occurs.
16. Users have the opportunity to provide feedback and complaints regarding the MCRN Meeting Room and the booking procedures in accordance with MCRN’s Consumer Participation and Feedback as well as Complaint Policies.

RESPONSIBILITIES of MCRN

1. MCRN is responsible for room running costs, for example, heating, lighting, cleaning and upkeep.
2. MCRN reserves the right to deny a request on the basis that it may be detrimental to the management of MCRN’s assets.
3. A register of requests and bookings for equipment will be maintained by MCRN.
4. MCRN will provide instruction to Users for the use of the equipment and amenities hired and for after hours access where relevant.
5. MCRN will undertake an inspection of meeting room and equipment prior and post the Event.
6. In the event of any damage to amenities and equipment being identified post hire MCRN will provide the User with details of the findings and the costs for repair or replacement of the equipment.
7. MCRN is responsible for processing MCRN Meeting Room Booking Forms, entering Events in the MCRN Meeting Room Calendar on the MCRN website and invoicing Users for any fees and charges.
8. MCRN will acknowledge any feedback given and will deal with any complaint made in accordance with its policies.

Related documents

- MCRN Meeting Room Booking Form
- MCRN Meeting Room Schedule of Fees
- MCRN After Hours Instructions
- Operations Policy No. 10 - Equipment Hire Policy
- Governance Policy No.5 - Complaints Policy

Review

| Reviewing and approving this policy | | |
|--|---------------------------|-------------------|
| Frequency | Person responsible | Approval |
| Every 5 years | MCRN Manager | MCRN Board |

MCRN Meeting Room Schedule of Fees

as at 25 Feb 2021

| Rate | Fee per hour | Cap for any one day |
|------------------|--------------|---------------------|
| MCRN Rate | \$10 | \$40 |
| Standard | \$20 | \$80 |

Cancellation Fee: Full cost of the booked event if cancelled in less than 48 hours prior to the event.