



TATIARA DISTRICT COUNCIL

COUNCIL MANAGED FACILITIES HIRE GRANT POLICY

Table of Contents

Purpose of this Policy	3
Principles	3
Application	3
Definitions.....	3
Policy.....	3
Record of Amendments	4

PURPOSE OF THIS POLICY

The Facilities Hire Grant Policy enables Council to support non-profit groups to utilise managed facilities in order to participate in community activities, project or programs.

PRINCIPLES

The policy provides affordable access to Council managed facilities by eligible community organisations to support activities that benefit residents of the Council area.

APPLICATION

This policy is limited to the hire of all facilities managed by Council. Any consideration of the provision of reduced fees for the use of Council facilities under management by formal Management Committees appointed by Council shall be considered on an application basis.

DEFINITIONS

For the purpose of applying this policy the definition of a community group is as follows:

“A community group is a community based non-profit organisation or association of persons where open membership and participation in activities is encouraged. A community group may take part in profit-making activities, but the surplus is reinvested in pursuit of the group’s goals.”

A community group may be:

- An organisation whose primary aim is to provide services and benefits to the community (e.g. agencies providing support programs and/or health related services).
- Special interest or advocacy groups for particular sections of the community (e.g. women, youth, people with disabilities, groups campaigning on specific issues, such as the environment). This does not include political parties or groups.
- A group of people having a shared ethnic, cultural or religious identity.
- Neighbourhood or shared interest groups.
- Local schools, or groups developed through association with local schools, where the activity extends the school curriculum.

POLICY

Eligible groups shall be invited to apply in writing for a Facilities Hire Grant on a per hire basis to cover part of the scheduled hire fee for the use of Council managed facilities. Groups granted a discount will not receive a 100% discount of the scheduled hire fee, as the cost of set-up and cleaning shall be borne by the hirer.

Council has delegated the power to assess and decide on applications made under this policy to the Chief Executive Officer and Manager Corporate and Community Services.

The percentage of the Grant shall be calculated as follows:

- (1) A 70% discount of the schedule fee shall be provided to community groups, as defined under this policy, who book Council facilities as follows:
 - The purpose of the hire is for activities that are of community benefit
 - The applicant can demonstrate a limited capacity to pay the scheduled hire fee. (The previous year’s financial statement must be provided to Council with the application).

- The purpose of the hire meets an identified need of the local community. (The number of residents involved in the activity, project, program or service will also be considered).

A 70% discount of the scheduled hire fee shall be provided where deemed appropriate:

- For a one-off special events or fundraising activities that are not for profit events that are conducted to benefit a local non-profit group.
- Where the event or activity is not held on a weekend.

- (2) A 50% discount of the schedule fee shall be provided to community groups, as defined under this policy, who book Council facilities as follows:
- The applicant can demonstrate some capacity to pay the scheduled hire fee.
 - The purpose of the hire meets an identified need of the local community. (The number of residents involved in the activity, project, program or service will also be considered).
 - The event or activity is primarily targeted at the local community.
- (3) Through a separate resolution of Council 100% of the hire fees can be waived for charitable or community groups seeking to establish where the group or individual members do not have the capacity to pay the hire fees.
- (4) Unless approved by Council grants will not be provided to:
- Individual residents or businesses.
 - Groups or organisations that are receiving funding from any source for the provision of training events.
 - Groups or organisations that are receiving funding from any source for payment of venue hire.
- (5) Applicants that are long-term regular hirers and who undertake continuous use of Council facilities may receive a 50% or 70% discount of the hire fee per financial year. These grants will be reviewed annually prior to 30th June.
- (6) Facilities Hire Grants are provided by way of a contra journal entry against the Income account for the respective facilities for the equivalent amount in accordance with Council's scheduled hire fees.

RECORD OF AMENDMENTS

DATE	REVISION NO	REASON FOR AMENDMENT
1 st July 2006	Rev: 00	Original Issue Draft
8 th December 2009	Rev: 01	Policy reviewed and adopted
12 th October 2010	Rev: 02	Delegation to assess applications to CEO and MCCA
12 th April 2016	Rev: 03	Policy reviewed and adopted