



Community Meeting and Multi-Purpose Room Policy

1. Introduction

This policy is intended to provide guidance regarding the principles, pricing, and general conditions that relate to use of meeting and multi-purpose rooms directly under the management and control of the Melbourne City Council.

Council facilities play an important role in the civic life of the municipality. They provide residents, local community organisations, commercial operators and visitors with the opportunity to participate in the events and activities.

This policy has been developed in order to create consistent, fair and equitable processes for the public use, allocation, pricing and management of Council's meeting and multi-purpose rooms.

2. Scope of the Policy

This policy applies to meeting and multi-purpose rooms directly under the management and control of the City of Melbourne and applies to the following venues and rooms.

Venue	Room
City Library	Group Study room
East Melbourne Library	Meeting room
Boyd (Southbank Library and Community Centre)	Principal's office, Assembly Hall
Kathleen Syme Library and Community Centre	Various Rooms
Kensington Town Hall	Various Rooms
Library at The Dock	Various Rooms
North Melbourne Library	Meeting room

3. General Principles

The City of Melbourne manages and provides facilities to:

- facilitate and increase access and participation in social, cultural, recreational and community activities
- cater for a diverse range of cultural, social, and recreational activities
- meet the changing needs of the community through flexible and responsive use arrangements.

4. Fee and Pricing Structure

Council fees for meeting and multi-purpose rooms are determined using a baseline fee derived from commercial benchmarks for similar type venues within each neighbourhood.

A three tiered fee structure is adopted that applies a graduated discounting model to achieve Councils objectives for accessibility and inclusivity of community use. The model assumes the following structure and discounts for the various uses:

- Commercial Use (no discount)
- Organisations or Individual users from within the City of Melbourne municipality, hiring the facilities for community purposes (80 per cent discount)
- Organisations or individual users from outside the City of Melbourne municipality, hiring the facilities for community purposes (50 per cent discount)

Refundable security bond and key deposits apply to use (where appropriate).

5. General Use and Management Arrangements

Limitations/Restrictions

Individual venues will also have their own terms and conditions that pertain to use, which must be adhered to by the hirer.

Bookings

All room hirers will enter into an agreement with the City of Melbourne using a bookings form and/or other venue booking mechanism. It is at the discretion of management as to whether applications are successful based on suitability of the proposed use, alignment with Council policy and the availability of space at time of application.

Priority of use will be given to regular and ongoing Council initiated programs and activities, and community and not for profit organisations. Bookings will generally be managed on a 'first in' basis in order to ensure that eligible commercial and community organisations are not discriminated.

Booking requests will be managed to ensure that no commercial, community or not-for-profit organisation has exclusive use of meeting or multi-purpose rooms, and that the resource is shared equitably.

All hirers must comply with all the terms and conditions of use, except in extraordinary circumstances and only with the prior agreement of City of Melbourne management.

Permits will be issued once a booking has been reviewed and approved. All permits will be issued with terms and conditions of use relevant to the venue.

Council approval

Council reserves the right to refuse permission to hire Council venues for purposes which are incompatible with Council policy. The hirer must not use the booked venue for any other purpose than that set out in the booking.

Insurance and Bonds

The hirer must be the holder of a current public liability insurance policy underwritten by an insurer authorised to conduct insurance business in Australia. A copy of a 'certificate of currency' must be provided with all community venue applications.

City of Melbourne officers will inspect and report on the condition of venues after use prior to the bond being refunded. Bonds will be refunded within 7-10 business days.

Release and Indemnity

Release:

The hirer uses and occupies the venue at its own risk and releases the City of Melbourne from all claims resulting from any damage, loss, death or injury in connection with the venue and any items or equipment stored on site except to the extent that the City of Melbourne is negligent or in default of its obligations.

Indemnity:

The hirer must indemnify and hold harmless the City of Melbourne against all claims resulting from any damage, loss, death or injury in connection with the facility and the use and occupation of the venue by the hirer except to the extent that the City of Melbourne is negligent or in default of its obligations.

Failure to comply with the policy and terms and conditions applicable to the venue or any other act or consequence arising from the hire may result in revocation of hiring rights and the imposition of penalties by the City of Melbourne.

Hirers will be required to reimburse council for the cost of any restoration or repairs, which are required as a result of the use of the venue.

Definitions

Commercial (users) – are profit based organisations or individuals hiring venues for the sole benefit of that organisation or individual and / or as part of their normal operations.

Organisations or Individual (users) – are 'not-for-profit' or semi commercial groups.

Community purposes – is an activity, program or event that is provided free (or at minimal cost) for the participation of residents or workers from within the City of Melbourne.