

TO: ALL PARISH COUNCIL SECRETARIES
Copy to Incumbents (For Information)

FROM: PARISH SERVICES MANAGER

DATE: 16 JUNE 2014

SUBJECT: PARISH FACILITIES HIRE POLICY AND PROCEDURE

FILE NO.: DOCUMENT NO.: 2014/015

BACKGROUND

Parish Services has had a significant increase in the number of

1. applications for Personal Hall Hire Public Liability Insurance ; and
2. enquiries from parishes regarding hiring to groups.

In order to provide clarity and to simplify the paperwork, a new agreement form and policy have been written which streamlines:

1. the five different forms currently in circulation for the personal hire of a facility;
2. provides a separate form to apply for Diocesan insurance cover; and
3. the lack of an official form for the non-personal hire of a facility; and
4. provides clauses relating to legal advice received by the Diocese.

Diocesan Council has adopted this new Parish Facilities Hire Policy and Procedure to be implemented in all parishes. Attached please find:

1. Parish Property and Facilities Hire Policy and Procedure for inclusion in the Diocesan Handbook;
2. Hire / Casual Agreement;
3. Safety Induction Checklist for the Hire or Casual Use of a Parish Facility.

Whenever Church premises are used or hired by a third party, a formal agreement setting out the terms and conditions of the hire or use of the property or facilities must be completed and signed by the third party and the parish, with a copy retained by both parties.

The Hire / Casual Use Agreement provides information and protections for both parties with an accompanying set of guidelines and procedures which are to be complied with in relation to each and every user of church property whether the use is by a one-off user or a long term user under agreed terms.

The entering into an agreement allows the parties to agree and document the terms and conditions of use including the fees, insurance obligations, liability issues, the extent of use and term (if more than a one-off arrangement), the facilities to be made available, securing the premises after use, cleaning, etc.

The Parish should ensure that the proposed use of a property to be offered for use to a third party is not prohibited by law or by any trust conditions on which the property is held.

The Policy provides for

- hire fees, payment of a bond, and any GST conditions,
- the creation of a Parish *Facilities Hire* Register,
- completion of the formal agreement,
- requirement for accreditation and professional indemnity insurance for the hirers,
- requirement for public liability insurance for permissible uses
- WHS management and safety induction checklist, and
- disabled access details.

A comprehensive list of conditions of use, and obligations required of the hirer is included with the Hire / Casual Agreement. By signing the Agreement, the hirer is accepting responsibility for complying with these conditions of use.

Your Parish Facilities Hire Register should record the following details:

- Date of Event
- Hirer Name
- Hirer Phone contact
- Hours of Hire
- Amount of Fee Paid
- Signature of the Church delegate

It should be noted that should the property/facility to be hired have no, or very limited disabled access the hirer is accepting this as a condition when signing the Agreement.

Should the hirer not have their own public liability insurance and request that it be provided coverage by the Diocese at the rate of \$25.00 per day, the Parish must provide the diocese with a copy of the agreement (signed by all parties) together with the \$25.00 payment.

I trust you will find this helpful, please refer any queries on this procedure to Parish Services.

LINDA WILSON
PARISH AND ADMINISTRATIVE SERVICES MANAGER