

Policy Number:	ADM 7
Policy Type:	Administration Policy
Policy Name:	Council Community Meeting Room Hire
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Council will charge all hirers of its facilities in accordance with its list of fees and charges, which is reviewed annually in line with the budget.

Should a “not for profit” community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration.

All fees and bonds are to be paid prior to the use of the facility. Bookings are not confirmed until full payment is received. Keys provided to hirers are to be returned by midday of the following business day. Bonds shall be returned after an inspection of the facility has occurred to ensure compliance with bond conditions.

Bookings are taken on a first come first served basis with all regular Council related functions, events and meetings taking priority over external bookings.

Related Policies	HAB2 Use/Hire of Community Facilities
Related Procedures/Documents	
Delegated Level	
Adopted	OM 9 September 1993
Reviewed	OM 25 January 2018