

# Community Rooms

## Overview

This policy explains how we will manage community rooms in our properties.

## Scope

This policy applies to all community rooms managed by St George Community Housing and its subsidiaries (**we, our and us**) except where we have an agreement with another organisation to use the room.

## Eligibility

To book a community room, an applicant must show us that:

- They live in one of our properties (and we have not started legal action to end their tenancy) or
- They are a non-profit legal entity or are from a local council and
- They are providing a service or activity which will help our tenants, social housing residents or the local community.

Non-profit organisations must give us a copy of their Public Liability insurance before we will let them use a community room.

To protect the diverse beliefs of our tenants, we will not allow religious or political groups to use our community rooms.

## Applying to use a community room

A community room can be booked for a one-off event or for regular use, between the hours of 9am and 5pm, Monday to Friday. We will only allow bookings for up to 6 months in advance.

People who want to book a community room must fill out an application form.

When we are deciding whether to approve an application, we will look at the following:

- How the activity or service will help our tenants, social housing tenants or the local community
- The need for the activity or service in that area

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- The type of activity or service offered
  - Any safety and security issues for visitors to the room and residents.
  - How the activity or service fits with our values or mission.

We will make a decision about applications within 7 days and will send the applicant a letter telling them whether their application has been approved.

## Fees

We don't charge people fees to use a community room, but we might charge a cleaning fee.

## Responsibilities of users

People who use our community rooms must:

- Leave the room clean and tidy
- Fix any damage that they or their guests cause
- Arrange security for the event (if requested by us)
- Keep noise to a reasonable level
- Lock the room after using it and returning the keys to us

## Conditions of use

People who are approved to use our community rooms must follow our rules.

- Drugs and alcohol are not allowed
- There is no smoking inside our community rooms
- The rooms are not to be used for any illegal activity

There may be times when we need to cancel a booking. If we need to cancel an ongoing booking, we will try to give at least 21 days' notice.

## Maintenance, rates, utilities and insurance

We will carry out repairs and maintenance work and damage caused by fair wear and tear. However, users will be responsible for any damage caused to the premises while they are responsible for the room.

We will pay the rates, water and electricity charges and will maintain building and public liability insurance for our community rooms.

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## Policy Information

<b>Version:</b>	4
<b>Approved:</b>	September 2019
<b>Amended:</b>	August 2017
<b>Reviewed:</b>	September 2019
<b>Review frequency:</b>	24 months
<b>Responsible team/position:</b>	General Manager, Customers and Communities