

# P10 FACILITIES POLICY



The **Leongatha Community House** is a welcoming facility run for the benefit of all members of the community. Our aim is that groups who use it can build connections in a safe environment.

## Definitions

**Networking** is building professional relationships that keep us informed and open to opportunities

## Related Documents

- P031** Data Management Plan
- P06** Access and Equity Policy
- P08** Participation and Networking Policy
- P11** Communications Policy

This policy was adopted by the Committee of Governance at the meeting on 10 February 2025. It should be reviewed by July 2029.

## HIRING FACILITIES

Groups and individuals can hire facilities for any legal purpose consistent with the vision and mission of Leongatha Community House.

A contract of hire will be used for each booking.

Groups must nominate an individual to be nominated on the contract of hire as the person responsible for the facility.

Facilities available for hire:

- Main Room
- Annexe
- Kitchen
- Studio
- Computer Room
- Community Bus (the Leo Limo)

Open and accessible community groups are to be prioritised over individual use in booking and scheduling.

## HIRING CONDITIONS REVIEWS

The program coordinator, with the support of the Committee of Governance, will review hiring conditions annually each January.

This review should look into

- The relevance and effectiveness of the hiring contract in use
- The effectiveness of the application form in use
- Rates
- Security Deposit
- Booking procedures
- Access procedures
- The effectiveness of the Facility Repairs Procedure for hiring groups
- Negative incidents from which Leongatha Community House was not protected by the hiring contract.

These are valuable networks that are crucial for the effective functioning of Leongatha Community House.