



Kensington Eastlakes Anglican Church

KEAC Hall Hire Policy

Revised & Updated June 2020

The following document describes the policies relevant to hiring facilities at KEAC: Kensington Eastlakes Anglican Church (St. Martin's Kensington & St. Stephen's Eastlakes). The facilities are available for hire under three categories: (a) casual basis (birthdays, dinners, special events); (b) by KEAC church members and approved church related organisations and; (c) on a regular basis (daily, weekly or monthly for community enrichment activities).

General Information

- All enquiries about hiring the hall should be directed to the church office via phone (02 9663 1538) or email (office@keac.com.au).
- All enquiries should be made at least one month prior to the proposed date of the event or one month before the beginning of the hire period.
- You are welcome to arrange a time to inspect the facilities before making a booking.
- All individuals or organisations hiring our halls must have the approval of the Church Wardens (elected church officials) before the booking can proceed.
- Church facilities are generally unavailable for hire on a Sunday (unless a special request is approved by the Minister and the Church Wardens).
- Minimum hire is 2 hours per week for a Regular Users (weekly users) and 2 hours per event for Casual Users.
- License Agreements and Public Liability Insurance are required for all non-Anglican church use of our facilities. A signed License Agreement and a copy of a valid Public Liability Insurance Policy must be given to our church office at least one day before our facilities are used by any people or groups. There are no exceptions to this.
- Usage fees are revised regularly (normally every 6 months). They are quoted and invoiced inclusive of GST.
- The current usage fees (2019) are:
 - St Stephen's Eastlakes Hall - \$33 per hour (including GST) for Regular Users and \$55 per hour (including GST) for Casual Users.
 - St Martin's Kensington Halls - \$49.50 per hour (including GST) for Regular Users and \$66 per hour (including GST) for Casual Users.
 - Both of the halls at St Martin's can be hired at once (\$77 per hour for Regular Users and \$99 for Casual Users – including GST).
 - St Martin's Small Meeting Room - \$22 per hour (including GST).

KEAC Hall Hire Policy Details

1 Facilities

- 1.1 At St Stephen's Eastlakes (6 Westcott St) there is one hall (approximately 10m x 9m) with a timber floor. Reverse cycle air-conditioning has recently been installed. Hall hire at St Stephen's includes the use of a small kitchen area, chairs and tables, adjacent toilet facilities, a small outdoor covered courtyard, and a grassed / concrete area at the front of the hall.
- 1.2 At St Martin's Kensington (105 Todman Ave) there are two halls available for hire. Hall hire at St Martin's includes use of an adjoining large and modern commercial kitchen area, chairs and tables, adjacent toilet facilities and access to a large outdoor area – which includes an area with a 'soft fall' playground surface.
 - 1.2.1. The 'Small Hall' at St Martin's is an older facility (circa 1930's). It has new vinyl flooring, lighting and reverse cycle air conditioning installed. The measurements are approximately 14m x 9m.
 - 1.2.2. The 'Large Hall' at the rear of the church property is a more modern construction (circa 1960's). This hall has parquet flooring and reverse cycle air conditioning. The measurements are approximately 18m x 9m.
 - 1.2.3. The St Martin's Meeting Room is on the eastern side of the property. It can be hired for small meetings up to 8-10 people. This room has reverse cycle air conditioning. The measurements are approximately 5m x 5m.
- 1.3 The use of any church facilities (in addition to the hall that is hired) can occasionally be non-exclusive.
- 1.4 Please note that all the KEAC facilities are owned by the Anglican Church Property Trust Diocese of Sydney (ACPT). The ACPT has given the KEAC Parish Council authority to manage the facilities, but any significant changes in usage must be agreed and approved by ACPT.

2 License Agreements & Insurance

- 2.1 Hall Users will be informed once approval for their group or event has been given by the Church Wardens.
- 2.2 A License Agreement is required for all non-church use of our facilities.
- 2.3 The License Agreement will need the signature of the Church Wardens and the Hall User.
- 2.4 For your booking to proceed you will need to arrange appropriate Public Liability Insurance for your group or event and ensure that these details have been passed onto the church office.

- 2.5 Hall Users should book a time to come to the church office to pay the bond amount, sign the License Agreement and pick up the keys.
- 2.6 Fees will not charge for small amounts of set up and pack up times (15 minutes before and after a booking). If further set up or pack up time is required, this should be negotiated at the time of booking.

3 Limitations of Use

- 3.1 We are not able to hire our facilities for certain events (e.g. 18th & 21st birthdays) because of noise and security issues in our residential location.
- 3.2 Usage of our facilities by external parties is generally not allowed between December 22nd and January 10th each year.
- 3.3 Alcohol should not be consumed on church property without prior approval from the Minister and the Church Wardens. If permission is granted a person with RSA qualifications may be required for some events.
- 3.4 Smoking is not permitted in any church buildings nor in the vicinity of children.
- 3.5 As a courtesy, noise should be minimised where possible by hall users, both during use of the facilities and during the arrival and departure of guests and contractors.
- 3.5.1 No user activities outside our hall facilities should occur before 8:00am or after 8:00pm.
- 3.5.2 All user activities inside our facilities should cease by 9:00pm sharp Sundays to Thursdays and by 10:00pm sharp on Fridays and Saturdays.
- 3.6 It is the responsibility of the group or event leader to ensure that their members or guests adhere to these limitations of use.

4 Detailed Conditions for All Users

- 4.1 Group leaders must ensure that members of their group (and/or guests) respect our facilities and behave in an appropriate and safe manner.
- 4.2 Group members or guests should arrive and vacate church facilities in a quiet manner to minimise noise complaints from neighbours. Please ensure that the members of your group (or guests) do not park on (or over) the driveways of any neighbouring properties.
- 4.3 Church equipment (apart from regular chairs & tables, fans and basic kitchen equipment) should not be accessed and used by Hall Users without prior approval.
- 4.4 Church kitchen consumables (coffee, tea, milk, biscuits etc.) should not be accessed by Hall Users unless permission has been given to do so.

- 4.5 When moving chairs and tables please lift them instead of dragging them, so that the hall floors are not damaged. A chair trolley is available at St Martin's to move stacks of chairs.
- 4.6 All Hall Users should familiarise themselves with the evacuation procedures for our facilities. Maps are displayed in various public places throughout our facilities.
- 4.7 At the conclusion of your group or event please place furniture back in its original position, put rubbish in the bins and sweep the floor. Please ensure the kitchen and toilets are clean and tidy. Please make sure all doors and windows are closed and locked.
- 4.8 Lights, fans, heaters and air-conditioners must be turned off at the conclusion of your booking. We reserve the right to invoice a person or group an amount equal to one hour of their hall hire if any heaters or air conditioners are left operating all day or overnight.
- 4.9 Groups must leave the facilities clean and ready for the next group. Note that our facilities are cleaned professionally once per week.
- 4.10 If the premises are not left in a clean and tidy manner for the next group your bond may be forfeited to cover the cost of cleaning and/or you may be invoiced for the cleaning.
- 4.11 Small amounts of bagged rubbish can be placed in the outside bins at each church. However, excessive amounts of rubbish should be bagged and removed from the premises.
- 4.12 Please report any breakages or problems to the church office via email, phone or in person. In some cases, breakages may need to be paid for.
- 4.13 If an accident or incident occurs at our facilities (or an obvious hazard is spotted) please log this in our 'Incident Register'. This can be found on a table inside the church at St Stephen's and in the kitchen at St Martin's. Please also inform the church office that an incident has occurred.

5 Details for Casual Use

- 5.1 The full usage amount for Casual Users should be paid at least 48 hours before the event occurs. Payment details will be given to casual users beforehand (cash, cheque or electronic transfer). Please note that no credit card facilities are available.
- 5.2 A bond amount will be payable. The regular amount is \$100. Although please note that a higher bond amount may be requested by us for particular events. The amount of bond required is at the discretion of the Church Wardens.
- 5.3 As previously mentioned, Public Liability Insurance Cover is required for any external use of any Anglican Church facilities.

- 5.4 Hall Users can source their own public liability insurance policy and provide the church office with a copy before their event.
- 5.5 The Anglican Church Property Trust (ACPT) recommends a public liability insurance policy via Ansvar Insurance.
- 5.5.1 Once your event has been approved by the Church Wardens our Office Administrator or Minister can give you details for the Ansvar Public Liability Insurance Policy and the online application link.
- 5.5.2 The cost of this Ansvar Public Liability Insurance Policy is \$161.86 (NOTE: The Anglican Church no longer subsidises this amount by \$100 per hire). These rates are subject to change.
- 5.5.3 Ansvar Insurance will let you know how to make this payment.
- 5.5.4 Ansvar will need to know if permission has been sought and given for alcohol to be served at the event.
- 5.5.5 A copy of your Ansvar Public Liability Insurance Policy must then be emailed to the church office (office@keac.com.au).
- 5.6 Note that keys should be returned no later than 7 days after your event or meeting. Any bond amount will be refunded when the keys are returned, if there are no issues.
- 5.7 Please note that the limitations of use and detailed conditions of use (see above at Section 4) apply to all Casual Users.

6 Details for Church Members / Other Christian Groups

- 6.1 The Church Wardens will assess all enquiries from church members, Christian groups or other churches on an individual basis. They will also determine if a discounted rate will be charged.
- 6.2 All children on site during your booking must be fully supervised for their own safety and to ensure proper care of the facilities.
- 6.3 Any extra usage must first be booked with the church office.
- 6.4 Please note that the limitations of use and detailed conditions of use (see above at Section 4) apply to church members and Christian groups.

7 Details for Regular Use

- 7.1 A bond amount, normally equal to two weeks of your usage fees, is required before your group begins using the facilities. The bond amount is at the discretion of the Church Wardens.
- 7.2 All License Agreements are for a maximum period of 12 months. After this time, they are reviewed, re-assessed and may be renewed - if both parties agree on the revised terms.

- 7.3 Up to date Public Liability information should be sent to the church office each year.
- 7.4 Note that usage fees are reviewed by the Church Wardens and the Parish Council every 6 months and the current fee schedule applied when License Agreements are issued.
- 7.5 Regular users will be given at least one-month warning of any increases in hall usage fees.
- 7.6 Usage fees will normally be charged once or twice a term (dependent upon usage level). Payment can be made by cash, cheque or electronic transfer. Please note that no credit card facilities are available.
- 7.7 Invoices for Regular Users will be prepared by our Office Administrator (in consultation with the Church Treasurer, Minister and Wardens). Invoices will be issued via email.
- 7.8 The normal terms of these invoices will be payment within 14 days of their date of issue.
- 7.9 Storage of equipment by Regular Users on church property is not encouraged and can only occur if written approval is given by the Church Wardens. If approval is given, such equipment must not interfere with regular church activities or other users. Please note that the church cannot guarantee the security of any stored equipment and that approval may be withdrawn at any time.
- 7.10 Regular Users should not store any supplies or equipment on the kitchen benches, as this area is used by multiple groups each week.
- 7.11 Regular Users can store food in the kitchen fridge, however all food in the fridge should be properly labelled or have an expiry date on it. Out of date or unlabeled food will be disposed of on a regular basis.
- 7.12 If the premises are not left in a clean and tidy manner, users may be invoiced for the cost of cleaning. This is generally equivalent to the cost of 1 hour of hall usage.
- 7.13 Groups that repeatedly leave premises in an untidy manner will be warned that their License Agreement might be suspended or terminated.
- 7.14 Lack of payment by the due date, without prior consultation and agreement, will be handled according to the following process:
- 2 weeks late: The Regular User may receive a reminder email or phone call to remind them of the invoice.
 - 4 weeks late: The Regular User may be sent a warning via email specifying the breach of the License Agreement and the possibility of the termination of the License Agreement.
 - 5 weeks late: The Regular User may be refused access to our facilities until all arrears are paid in full.

- 6 weeks late: The License Agreement with the Regular User may be terminated.
 - After 8 weeks a credit collection agency may be contracted to collect any unpaid funds from Regular Users.
- 7.15 Multiple instances of late payments, without prior arrangements in place, may result in the suspension or termination of the License Agreement and refusal of access to our facilities.
- 7.16 Re-issuing of a License Agreement to group, organisation or person that previously had a License Agreement with our church terminated, will require the agreement of the Minister and Church Wardens and also a majority vote of the Parish Council (a wider group of elected church officials).
- 7.17 Regular Users should give at least 6 weeks warning if they intend to end their usage of our facilities.
- 7.18 If you are no longer using our facilities, your keys should be returned no later than 7 days after your last event / meeting. Your bond amount will be refunded when the keys are returned if there are no issues.
- 7.19 An extra usage by Regular Users must be booked with the church office.
- 7.20 Note that the limitations of use and detailed conditions of use (see above at Section 4) apply to all Regular Users.

8. COVID-19 Policies for KEAC Hall Users

- 8.1 All Hall User groups that use KEAC facilities must seek confirmation from the KEAC Church Wardens (via the church office) that they are able to use our facilities before their groups can recommence. This can only occur after government regulations allow and after Hall Users agree to abide by the policies outlined in this updated section of our Hall Use Policy.
- 8.2 All Hall User groups must abide by all of the relevant government COVID-19 regulations when using our facilities, until such time as directed by us otherwise.
- 8.3 All Hall User groups must ensure they are aware of how many people government regulations allow for their group and the space that they are using. Note that as of June 2020 the NSW Government stipulates that each person must each have 4m² of space in indoor facilities. This policy limits how many people can use our spaces at once in the following way:
- St Stephen's Church – 25 persons max.
 - St Stephen's Hall – 25 persons max.
 - St Stephen's Kitchen – 2 persons max
 - St Stephen's Courtyard – 5 persons max.
 - St Stephen's Parents Room – 1 person max.

- St Martin's Church – 60 persons max.
- St Martin's Small Hall – 30 persons max
- St Martin's Large Hall – 40 persons max.
- St Martin's Kitchen – 3 persons max.
- St Martin's Meeting Room – 5 persons max.
- St Martin's Office – 3 persons max.
- Any Toilet Cubicle – 1 person. (Note: A parent or caregiver is permitted to be in a toilet cubicle with dependent children).

Please note these are maximum numbers and must include children. There is no exception to these maximum numbers. We will update these maximum numbers when NSW Government regulations change.

- 8.4 All Hall User groups must provide their own hand sanitiser that is displayed prominently and made available for use. All persons connected to the group should be encouraged to sanitise their hands on arrival.
- 8.5 All groups must ensure that the surfaces and equipment that they will use (or could reasonably be expected to use) are sanitised before their group begins. Group leaders or staff are welcome to arrive up to 30 minutes before their booked start time to do this necessary work. Note that the cleaning products and equipment will be provided by the church and will be stored in a safe and accessible area in each facility.
- 8.6 The following surfaces should be sanitised before each group begins:
- All doorknobs and handles (internal and external) in space the group will be using.
 - All light switches in the space the group will be using.
 - Any tables or chairs that the group will be using.
 - Any benches that may be touched by people in the group (kitchen benches or other benches).
 - Any surfaces in the toilets that might be touched by people in the group (including taps, soap dispensers, toilet roll holders, toilet flush buttons, doorknobs etc)
 - If a group will be using the kitchen, they must first sanitise any surfaces that it is reasonable to assume people may touch (taps, fridge door handle, cupboard handles, soap dispensers, kitchen benches and kitchen equipment).
- 8.7 At the conclusion of each group all furniture and equipment should be packed away, the floor should be swept, and all rubbish should be placed in the garbage bins. No equipment should be left out in any room. As a courtesy to the next group, sanitising doorknobs and light switches as the last person exits would be greatly appreciated.
- 8.8 Hall User groups must request participants not to attend groups at KEAC facilities if they are feeling unwell, or had close contact with someone with

a confirmed case of COVID-19, or if they have returned from overseas in the 4 weeks beforehand.

- 8.9 If any person that has recently used KEAC facilities is confirmed as having COVID-19 then all groups will be asked to stop their use of that facility until professional cleaners have performed a 'deep clean'. Because of this, the Church Wardens are not able to guarantee your group uninterrupted use of the facilities in the foreseeable future.
- 8.10 All groups must keep an accurate record (with contact details) of people who have attended their group. These records must be kept for at least 4 weeks.
- 8.11 Any group that does not abide by the relevant government regulations and this section of our Hall User Policy will be viewed as being in breach of their License Agreement and may face the possibility of the suspension or termination of their License Agreement.

9 Other Information

- 9.1 This policy is subject to review and amendment in June each year - so that it is current when new contracts come into force on (often on July 1st).
- 9.2 Note that any particular circumstances that do not fall under the areas addressed in this policy should be referred in writing to the church office – preferably via email (office@keac.com.au).

We hope that you, and your group members or guests, enjoy the use of our facilities.

KEAC Parish Council