

# St John's Anglican Church Asquith

## Hall Usage Policy

### BACKGROUND

St John's Anglican Church Asquith opened its new church facilities in 2004. In addition to a large modern worship space, St John's has a large hall that is available to parishioners and the public for hire. The Hall can accommodate over 100 seated people and includes a fully-equipped commercial style kitchen.

### PURPOSE

The purpose of this policy is to ensure that:

1. the Church facilities are available to support Christian ministry to the people of Asquith, Mt Colah and Mt Kuring-gai;
2. when the Church facilities are used for non ministry activities, those activities are consistent with the beliefs and objectives of the church;
3. the facilities are left secure, clean and tidy after use.

### POLICY

#### Use of the Church Facilities:

4. the hall will only be available for regular and casual bookings subject to the "Hours of Use" approved in condition 96 of DA 2233/01:
  - Mon-Thurs: 7:30am-10:30pm
  - Fri: 7:30am-11:00pm
  - Sat: 7:30am-11:00pm
  - Sun: 7:30am-9:00pm
5. priority will always be given to regular Christian ministries approved by the Parish Council;
6. the hall may be hired to third party organisations for regular or casual activities subject to availability and the use being an "appropriate use" (refer clauses 14 and 15);
7. no alcohol may be consumed on church property;
8. before a lease is renewed the Wardens and Rector should ensure that no Church ministries requires the use of the facilities during the times in question;
9. parishioners may use the hall free of charge for casual activities, subject to availability and with the approval of the Church Wardens and Rector;
10. hall hire rates are to be set by the Parish Council and reviewed annually. Rates for existing contracts will be reviewed annually in line with CPI increases (as outlined in the Licence Agreement);
11. the church reserves the right to cancel any booking when the church facilities are required for an unforeseen event (e.g. a funeral). In this case the hirer will be given as much notice as possible;

12. where the church cancels a booking to accommodate a planned event, a minimum of 30 days notice will be given;
13. if the church cancels a booking for a planned or unforeseen event any money already paid will be refunded or credited.

### **Commercial Hire**

In addition, commercial hirers must:

14. maintain Public Liability Insurance of at least \$5 million dollars.
15. sign a Licence Agreement in the form prescribed by the Anglican Church Property Trust (<http://www.sds.asn.au/Site/104080.asp?a=a&ph=cp>).
16. Pay a bond as prescribed in the Licence Agreement.

### **Appropriate use of the Church Facilities**

17. the Church facilities must not be used for any activity that promotes a philosophy or lifestyle that is contrary to Christian beliefs and ethics;
18. in the first instance, appropriate use will be determined by the Church Wardens and Rector. Where they cannot agree the matter should be referred to the Parish Council for determination.

### **Approval for use of Church facilities:**

19. all applications for use of the Church facilities must be approved by the Church Wardens and the Rector;
20. applications for use of the Church facilities should be made on a form obtained from the Church office;
21. applicants should provide full details of the proposed activities. Approval will only be given for the purpose stated on the application form;
22. where the church facilities are used contrary to the stated purpose ongoing use may be refused.

### **Conditions of Use**

23. users will leave the facilities in a clean and tidy state;
24. users will ensure that the facilities are secure when they leave;
25. any damage or breakages must be reported to the church office as soon as possible and may be charged for;
26. regular non church hirers will be required to have a church representative attend once per term to present church ministries and a safety message to attendees;
27. hirers should not attach any pictures or posters to the walls, except with approval of the Wardens and Rector.

Enquiries can be made by contacting the St John's Administrative Assistant at the Parish Office on either Wednesday or Friday on 02 9482 3282 or by email to [office@stjohnsasquith.org.au](mailto:office@stjohnsasquith.org.au).