



# ANGLICAN DIOCESE OF GRAFTON POLICIES AND PROCEDURES

<b>SUBJECT: PARISH FACILITY HIRE</b>		<b>REFERENCE NUMBER</b> MUP-006
<b>DATE APPROVED:</b> 30 November 2020 by Bishop-in-Council		<b>VERSION</b> Original
<b>IMPLEMENTATION DATE:</b> 30 November 2020	<b>REVIEW DATE AND FREQUENCY</b> As required but at least 3 yearly	<b>RESPONSIBLE FOR REVIEW</b> Bishop-in-Council

## 1. PURPOSE

The purpose of this policy and procedure is to define and document the process for the hire of Parish facilities by external parties.

## 2. SCOPE

This policy and procedure applies to all individuals, groups and organisations external to the Anglican Diocese of Grafton, who wish to hire a Parish facility, excluding market or fete type events. The hire may be for:

- a one off event or on an ongoing basis
- personal or commercial use
- no cost or include a hiring fee.

## 3. DEFINITIONS

**“Hirer”** – means a person, group or organisation who makes arrangements for the use of a Parish Facility, even if there is no associated charge for the hire.

**“Personal use”** – means the hirer is a person or an unincorporated group, meeting for a non-commercial, non-political, non-cause/crusade purpose where the event/activity is not open to the general public. Examples include:

- A private birthday party, celebration, wedding reception
- Friends who seek a venue to read plays/poetry (but **not** rehearsals for a show)
- Knitting groups
- Dance practice not associated with a dance school or lessons and **no** fees are charged
- Informal support/self-help groups

**“Commercial use”** – means the hirer is undertaking a business activity which receives revenue from participants.

**“Diocesan Entity”** – means any other part, in addition to the Parish, of the Anglican Diocese of Grafton insurance group (eg a school, Anglicare, Mothers Union or Cursillo).

“**External**” – means any individual, group or organisation that is not part of the Anglican Diocese of Grafton insurance group.

“**Facility**” – means a defined space within a building and/or grounds of the Parish.

## 4. PRINCIPLES

- 4.1 Events or activities conducted by a Parish or Diocesan Entity, are covered by the Diocese’s Public Liability Insurance. No additional insurance is required unless there is a special risk associated with the event or activity (see clause 5.1 below).
- 4.2 The Diocese’s Public Liability Insurance does not include insurance cover for events, where the event is organised by an individual, business or organisation not part of the Anglican Diocese of Grafton insurance group.
- 4.3 External Hirers must be adequately insured and accept responsibility for the safe custody of the property during the term of the hire or use.

## 5. REQUIREMENTS

- 5.1 Events or activities conducted by a Parish or Diocesan Entity that contain a special risk (eg use of climbing towers; parties, sporting activities, an art exhibition), must make enquiries with the Diocesan Insurance Officer regarding required cover.  
Please email [insurance@graftondiocese.org.au](mailto:insurance@graftondiocese.org.au)
- 5.2 External Hirers must complete, sign and submit to the relevant Parish, a **Parish Facility Hire Agreement**, prior to use, even if there is no associated charge for the hire
- 5.3 Parishes must maintain Facility Hire records, including copies of insurance certificates of currency, for a period of seven years.
- 5.4 For events/activities conducted by External Hirers, the hirer is required to hold Public Liability Insurance, where the insurance coverage is at least \$10M.
- 5.5 Exceptions can be made to the above requirement for insurance, where the event/activity has been assessed by the relevant Parish or a Diocesan Entity as very low risk or low risk with local church oversight. In these instances, a **Parish Facility Hire – Public Liability Insurance Waiver** must be signed by the Hirer and returned to the Parish Representative. Note that any event/activity where alcohol is available is not considered low risk (see 5.7).
- 5.6 Unless exempted, the Parish must obtain a copy of the hirer’s insurance certificate of currency, prior to facility use. For long term hirers, the Parish should obtain a new certificate of insurance when the previous one expires.
- 5.7 External Hirers using buildings and other property of the Parish for any event where alcohol is available, must hold Public Liability Insurance.
- 5.8 The maximum period of hire is twelve months.