



NZ Playcentre Federation

“Hire of Playcentre Facilities” Process

This outlines the procedures to be followed when allowing Playcentre buildings and facilities to be hired out or used by third parties for purposes not directly related to Playcentre operations.

Abbreviations:

- a. NZPF PAM - NZPF Property and Assets Manager,
 - b. NZPF RPC - NZPF Regional Property Co-ordinator,
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1.0 Rationale

- 1.1 Many Playcentre Committees have developed a practice of allowing their facilities (when not directly being used for Playcentre sessions) to be hired out or used by third parties for purposes not directly related to Playcentre operations. Because Playcentre facilities are generally safe, secure and self-contained - the Playcentre Committees have a number of reasons for allowing this to occur - including (but not limited to):
- a. to demonstrate the Committee’s appreciation that Playcentre is a community-based organisation and gains most of its funding from the government and local community - and therefore Playcentre facilities should be available for community use;
 - b. to acknowledge the contributions members & families have made towards the Playcentre by making the facilities available for private family functions;
 - c. to raise funds for the Playcentre by hiring out its facilities.

2.0 Purpose

- 2.1 NZPF and the Playcentre Committees need to work together to establish and implement appropriate processes to enable Playcentre buildings and facilities to be hired out or used by third parties for purposes not directly related to Playcentre operations - while also ensuring that the following requirements are complied with:
- a. the Playcentre’s obligations outlined in any lease or Property Occupancy Document documentation,
 - b. any local authority requirements regarding the designated use of Playcentre land and/or buildings,
 - c. the Playcentre’s continuing obligation to maintain the facilities to meet relevant ECC Regulation standards,
 - d. all legislative requirements,
 - e. the insurance cover for the Playcentre buildings and facilities,
 - f. the requirement for Playcentre buildings and facilities to always remain available for Playcentre operations.

3.0 Information

- 3.1 There are six basic scenarios involving third parties wishing to hire or use Playcentre buildings and facilities:
1. **A Playcentre member/family - for a one-off period of less than 24 hours for a family event** (e.g. a Playcentre family using the facilities to host a child’s birthday party).
 2. **A “non-Playcentre” person or community group - for a one-off period of less than 24 hours** (examples could include a person or community group using the facilities to host a child’s birthday party, meeting, community event [e.g. operating a creche for a separate event at a nearby sports field] or private fundraising activity [e.g. a Book Fair run by a community group, a photographer using the facilities to take photos of family groups], etc) .

3. **A person or community group - for a one-off period of greater than 24 hours** (examples could include a person or group using the facilities for a weekend to host a private event [e.g. a reunion event]), or community group using the facilities for a weekend for a community service purpose [e.g. a service organisation operating a stall or promoting its services to the public], etc).
 4. **A person or community group - for a regular or ongoing arrangement** (examples could include a person or group using the facilities on a regular basis for community activities [e.g. a person or group using the premises once a week as a venue for providing training to the public, a person or group operating a 'Child Care & School Holiday programme' during school holidays, etc).
 5. **A government agency (or associated community organisation)-for a one-off period or a regular or ongoing arrangement** (e.g. a meeting or series of meetings involving their clients and/or members of the public.)
 6. **A business or company - for commercial purposes** (e.g. a business operating out of the premises;).
- 3.2 Following consultation with their Playcentre membership - each individual Playcentre Committee will decide:
- which (if any) of the scenarios outlined in Clause 3.1 above they are willing to allow to take place in their Playcentre, and
 - the processes that will be followed by the Playcentre when requests are made (e.g. what fees and bonds are charged; which Officeholder processes applications, etc):
- provided that (when the original decision, and also any subsequent changes to the decision is made) the decision is recorded in the Minutes of a Committee Meeting - and a copy of "**Hire Form 1**" is completed and sent to the NZPF PAM. The NZPF PAM will then provide a Centre with a personalised version of the Terms and Conditions Document.
- 3.3 In relation to an application re. the six basic scenarios involving third parties wishing to hire or use Playcentre buildings and facilities (as outlined in Clause 3.1 above) being received and supported by any Playcentre Committee - the following processes will apply:
- a **A Playcentre member/family - for a one-off period of less than 24 hours for a family event**
a Playcentre Office Holder or the Playcentre Centre Admin will have the authority to approve the application - however a copy of the signed "Application/Contract for Hire of Playcentre Facilities" form ("**Hire Form 2**") must be sent to both the NZPF RPC and the NZPF PAM at least 48 hours before the date the event takes place,
 - b **All Other scenarios**
a copy of the signed "Application/Contract for Hire of Playcentre Facilities" form ("**Hire Form 2**") must be sent to both the NZPF RPC and the NZPF PAM at least seven days before the date the event takes place - and (once the form has been signed by the appropriate NZPF Staff member - a copy will be returned to the Playcentre)
- 3.4 Once the Application/Approval process has been completed - the Centre will ensure that the third party hiring/using the Playcentre facilities is:
- provided with a copy of the signed "Application/Contract for Hire of Playcentre Facilities" form ("Hire Form 2"), and
 - provided (or given access to - i.e. shown where, in the Playcentre they can find) a copy of the "Personalised Terms and Conditions of Hire" document.
- 3.5 As part of the processing of any application (as outlined in Clause 3.3 above) the NZPF PAM will be responsible for ensuring that the requirements of Clause 2.1 above (specifically the gaining of any approvals required from the MOE, local authority, building/land owner and insurance company) have been complied with.
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