# Playcentre Aotearoa's Hire of Playcentre Facilities Procedure

To be followed when hiring out Playcentre buildings and facilities or allowing their use by third parties for purposes not directly related to operating a Playcentre.

*From Playcentre Aotearoa's Property & Equipment Policy*

**Third-party use of our Playcentre environments**

As a community-based organisation and for fundraising purposes, we may hire out or allow access to our Playcentre environments outside of Centre sessions for non-Playcentre purposes. This may be from time to time or in regular instances. Use by third-parties for alternative purposes introduces risk and complexity that requires careful management by those with Playcentre environment responsibilities.

- Centres and their Regional team will determine the availability of their Centre environment to third parties
- Centres, Regional and National Teams will work together to co-ordinate local third-party use to ensure that we don't compromise any designated use; lease or occupancy right; insurance conditions; ongoing use for Playcentre operations; or compliance with our governing regulations, including in relation to Covid-19.
- Nationally agreed procedures, timelines and approvals will be followed for various third-party use scenarios.
- Third party users are provided with written advice about their obligations relating to their use of our Playcentre environments.
- Records of use will be kept centrally at a national level.

| Item | Procedure | Who |
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| **1.0** | **Making a Centre decision as to whether the Centre facilities is to be available for hire or use by a third party for non-Playcentre related purposes** | |
| 1.1 | Decision may be made for a number of reasons such as<br>- to demonstrate connections and reciprocity as a community-based organisation;<br>- to acknowledge the contributions Centre members & whānau have made towards the Playcentre by making the facilities available for whanau related functions or occasions; and<br>- to raise funds for the Playcentre through facility hirage fees. | Centre President / Leadership or equivalent |
| 1.2 | Impact of the decision for non-related Playcentre use of Centre facilities – whether formally OR informally and casually – attracts compliance requirements as it relates to use, safety and any contractual lease terms, such as:<br>a) Centre's obligations outlined in any lease or Property Occupancy Document documentation;<br>b) any local authority or Council requirements regarding the designated use of Centre land and/or buildings; | Centre President / Leadership or equivalent<br>In consult with either the Centre's Regional Property Co-ordinator or Property Administrator |

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| | c) Centre's continuing obligation to maintain the facilities to meet relevant ECC Regulation standards;<br>d) all legislative requirements;<br>e) insurance cover for Centre buildings and facilities; and<br>f) core requirement for Centre buildings and facilities to always remain available for Centre operations.<br>g) Any government or Public Health Orders relating to Covid-19 or other | re legal, any lease, and Covid 19 obligations |
| 1.4 | Review possible hire scenarios and decide which, if any, will be made available for hiring out for:<br><br>1. **A Centre member or whānau member - for a one-off period of less than 24 hours for a whānau event** *(e.g. Centre* whānau *using the facilities to host a child's birthday party).*<br><br>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) .*<br><br>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).*<br><br>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).*<br><br>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).*<br><br>6. **A business or company - for commercial purposes** *(e.g. a business operating out of the premises).* | Centre President / Leadership or equivalent (in consultation with Centre membership) for scenarios 1&2, scenarios 3-6 eligibility of hiring to be confirmed by Centre's Regional Property Coordinator or Property Administrator |

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| | In consultation with their Centre members, a Centre will decide:<br><br>- which (if any) of the situations outlined above they will have to take place in their Centre, and<br>- which (if any) of the scenarios outlined above they will have to take place in their Centre, and<br>- the processes that will be followed at the Centre when any third-party requests are made<br>- what fees and bonds are charged, including cleaning fees<br>- which Officeholder processes applications;<br>- access management; and<br>- site familiarisation and Health and Safety related handovers. | |
| 1.5 | Record all decisions made regarding Centre hireage and third-party use in Committee Meeting minutes.<br><br>Complete a copy of "**Hire Form 12.2.1 – Hire of Playcentre Buildings**" and send to askproperty@playcentre.org.nz who will then provide the Centre with a Centre- specific version of the Terms and Conditions Document for hire and third-party use. Terms and Conditions are to be displayed at the Centre, and a copy shown/given to hirers. A copy of the Hire Cleaning Protocol will also be provided. | Centre President and Centre's Regional Property Coordinator or Property Administrator |
| 2.0 | Procedures for Scenarios | |
| 2.1 | **A Centre member - for a one-off period of less than 24 hours for a whānau event** *(e.g. Centre Members using the facilities to host a child's birthday party).*<br><br>A Centre Officeholder or the Centre Advisor (CA) has the authority to approve the application and will forward a copy of the signed **"12.2.2 Application/Contract for Hire of Playcentre Facilities"** form ("**Hire Form 12.2.2**") to askproperty@playcentre.org.nz at least **48 hours** before the date the event takes place. | Centre officeholder of property related matters or Centre Advisor (CA) |

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| 2.2 | **All other scenarios**<br><br>A copy of the signed **"12.2.2 Application/Contract for Hire of Playcentre Facilities"** form ("**Hire Form 12.2.2**") must be sent to the askproperty@playcentre.org.nz at least **seven days** before the date the event takes place.<br><br>The Centre will receive back a signed acknowledgement of the situation and scenario arrangement for filing and to pass on to Hirer along with a copy of the Centre specific Terms and Conditions and Hire Cleaning Protocols.<br><br>As part of the processing of any application Centre's Regional Property Coordinator (RPC) or Property Administrator is responsible for ensuring that the legal requirements noted in 1.2 (specifically the gaining of any approvals required from the Ministry of Education, local authority, building/land owner, insurance company and Other Regulations) have been complied with. Regional Property Coordinators or Property Administrator may seek further advice from the National Property Manager (NPM). | Centre officeholder of property related matters or Centre Advisor (CA)<br><br>And<br><br>Centre's Regional Property Co-ordinator or Property Administrator |
| 2.3 | Once the Application/Approval process has been completed - the Centre will ensure that the third party hiring/using the Centre facilities is:<br><br>i. provided with a copy of the signed "12.2.2 Application/Contract for Hire of Playcentre Facilities" form ("Hire Form 12.2.2"),<br>ii. provided (or given access to - i.e. shown where, in the Centre they can find) a copy of the Centre-specific "Personalised Terms and Conditions of Hire" document **and a copy of the Hire Cleaning Protocols** | Centre officeholder of property related matters or Centre Advisor (CA) |
| 2.4 | The Hire of Playcentre Facilities Procedure and Hire Application Forms 12.2.1 and 12.2.2 can be located on the website, https://www.playcentre.org.nz/current-members/property/property-and-equipment/. | |