



Lake Joondalup Baptist College

Auditorium Hire Policy

Policy #: 070

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Next review date: March 2022

Auditorium Hire Policy

Introduction

The Auditorium Complex is a College facility that includes the Auditorium, Foyer, Kitchen, Sound Room and adjacent ancillary rooms but excludes the Library and co-located classrooms.

The Executive Manager Infrastructure and Operations in conjunction with the Executive Business Manager has overall responsibility for the use, care and maintenance of the Auditorium and related facilities/rooms.

In general, the College has priority rights during the school week and the Church has priority rights during the weekends, especially on Sunday. In practice this means College has priority from 6.00am Monday until 10pm Friday each week with the church having priority from 10pm Friday until 6.00am Monday each weekend. The Advisory Group (MOU) will meet at the commencement of every year to review both the College and Church calendars to ensure that any clashes are resolved.

Any group without priority, whether Church, College or an external group can apply for use in writing to the Executive Assistant to the Principal in accordance with guidelines and conditions contained herein and the Memorandum of Understanding undertaken by College and the Church.

Interpretation of 'Priority'

If the facilities are not fully utilised by the priority group who have automatic right of use, the priority **on the unused part of the facilities or the unused period of time** may only be allocated to another group by the Executive Business Manager. In other words, a **priority group is not granted the right to allocate unused space to whomever they choose.**

Guidelines

In all cases, except as stated above, the Executive Business Manager is responsible for deciding who will use Auditorium and related facilities and under what conditions.

Where a dispute arises between the School and the Church that cannot easily be resolved, the dispute shall be referred to the Advisory Group.

The Executive Business Manager will not unreasonably withhold the allocation of use. All requests for use of facilities by anyone other than the priority group must therefore always be directed to the Executive Business Manager.

All Auditorium bookings will be recorded in the Auditorium calendar in the Public Folders of Outlook except for Sunday when the church has exclusive use for church services. For ease of allocating use, the College will also identify and record the times that various College functions will be held in the Outlook calendar.

Bookings shall not be made for commercial or profit making purposes unless operating at the request of or in conjunction with the Church or College. Note that Church or College Fund Raising events are not considered commercial purposes. In the case of these fund raising events carried out in conjunction with commercial operators, no more than 60% of the gross income from any event may go to any group that is profit based.

Bookings shall not be made for purposes which are incompatible with the ministry objectives, beliefs, values, morals or ethics of the Church. All groups wishing to use the facilities, other than for Church and College purposes, should be in alignment with the ethos of the Lake Joondalup Baptist Church and may not necessarily have a direct missionary or education focus. Examples may be local sports clubs, acting groups, choirs etc.

Bookings will not be for use after 12:00 midnight or prior to 7am.

Regular bookings shall not be made on an 'indefinite' basis or for periods which are not acceptable to the College or the Church.

Other Conditions

All groups using the facilities are to be responsible for their own cleaning.

Costs of any damage to the facilities shall be paid by the group using the facilities.

Audio and Lighting systems are **only** to be used by operators authorised by the Executive Business Manager and where staff are required to work extra hours' payment may be required to these operators for their services.

Copyright Clearances - each group must satisfy the Executive Business Manager that they have obtained copyright clearance for the reproduction, performing or recording of any material in the facilities before the booking can be confirmed.

All equipment used in events shall be fully packed down and removed by the end of Saturday night to enable Church use on Sundays. Setting up will only be allowed outside College hours unless other arrangements are agreed with the Executive Business Manager. All practices, setup and rehearsal times must be carefully pre-arranged and pre booked to ensure that there is no conflict with College or Church functions.

Payment

Payment for use of the facilities by outside groups shall be made prior to the event according to the scale of charges which will be set by the Executive Business Manager from time to time including the payment of bond monies. Bond will be returned after responsibilities for cleaning and/or repairs have been met.