



KURILPA HALL
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COMMUNITY GROUPS POLICY

**Bookings for Meetings & Community
Functions**

POLICY STATEMENT: The APSL Qld Inc., as managing organisation of the facility, aims to achieve maximum benefits for hall users and the community as a whole. The allocation of hall premises and services to community groups will be consistent with the following values:

1. Fair and equitable access;
2. Collaboration and communication;
3. Maintaining a high standard of integrity;
4. Prioritising community needs; and
5. Inclusion and support of vulnerable community members.

HALL BOOKINGS FOR COMMUNITY GROUPS – POLICY GUIDELINES

What is considered a Community Group?

Community groups are Not-for-profit or Volunteer organisations who work for the benefit of the local community. These groups may or may not receive external funding or sponsorship. Eligible groups will be entitled to the lowest hiring rate (\$35 per hour). Written documentation supporting these criteria must be provided with your regular hall hire application form to be eligible for this discounted rate.

CHECKLIST FOR ELIGIBLE COMMUNITY/VOLUNTEERS GROUPS:

Supporting documentation must be a letter on organisation letterhead requesting Community Group rates. Letter must include:

- ✓ ABN
- ✓ Description of your group's goals and objectives
- ✓ Details of proposed use of the hall
- ✓ Must have 9 or more consecutive bookings in the current financial year
- ✓ Attach current copy of **Certificate of Currency** – minimum \$20m

If your organisation does not have one or more of the items on the checklist, please advise staff so your application can be reviewed by Management.

Special Conditions

Special conditions may be imposed for some types of bookings including, but not limited to additional security requirements. For example, use of the hall for assisting ***children, frail aged, or other vulnerable community members*** must include some proof that police checks or blue cards are obtained for staff/volunteers as per applicable laws.

PLEASE NOTE: This policy document is intended only as a guide to the Kurilpa Hall management requirements for documentation and is subject to change or amendment.