



# PILGRIM UNITING CHURCH

*We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.*

**FIN-09**

## **HIRE / USE OF FACILITIES POLICY**

### **1. Introduction**

Pilgrim Church properties at 12-14 Flinders Street have great spaces to hire out for meetings, use of community groups and many other purposes. Additionally, some spaces may be leased to organisations on an exclusive basis. Hiring out our facilities helps us build and maintain links with the local community as well as having the obvious benefit of generating income to support Pilgrim's Mission and Ministry.

### **2. Purpose**

This policy spells out the principles and procedures related to the use, hire (or lease) of any part of Pilgrim's properties, including use of specific contents of these facilities. The Church properties and facilities that can be hired comprise: the Church; chapel; main organ, continuo organ or piano; Lounge; Draper Room; Colton Room; Pilgrim Centre Hall; and any other available office / meeting space.

### **3. Policy and Principles**

- 3.1 The land and buildings at 12-14 Flinders Street are legally owned by the UCA (SA) Property Trust so Pilgrim is required to follow Synod guidelines in relation to the hiring or leasing of any parts of its properties.
- 3.2 As the Pilgrim Congregation has beneficial ownership of the properties, we can and will utilise the income we raise from hiring out or leasing parts of the properties to support our Mission and Ministry as well as maintaining the properties themselves.
- 3.3 It is accepted that many of the facilities in 14 Flinders Street we may wish to lease do not meet the high standards demanded of most commercial organisations so the rates charged will be adjusted accordingly and be classified as 'low value leases'. This means we will manage the property ourselves rather than employing an agent.
- 3.4 As part of its Mission to the wider Church and the broader community, Pilgrim Church Council will reduce rates charged to UCA and other not-for-profit groups for the use of Pilgrim's facilities. Current agreed rates for regular users can be obtained from the Office Administrator or Business Manager. Other reduced rates can be negotiated on a case by case basis.

- 3.5 Church Council agrees that there will be no charges for weddings or funerals of members of Pilgrim and reduced rates for weddings and funerals of family members of Pilgrim members. However, donations towards costs of such events for which there is no charge will be gratefully received.
- 3.6 Pilgrim cannot afford to make a loss when hiring or leasing Pilgrim facilities to outside groups so all rates, including reduced rates, will factor in possible additional expenses (e.g. use of a caretaker, AV support person, cleaning) if these are required.
- 3.7 The caretaker or, usually in an emergency, an authorised key and code holder who is not involved in the event, must be on site for all events in the Church or Pilgrim Centre where an outside group has booked the facilities.
- 3.8 The maximum term for any Licence (lease) Agreement is 12 months but it can be renewed for a further term by mutual agreement. This ensures that all lease licences are reviewed at least once a year.
- 3.9 When the Church is used for a purpose other than worship, any request for variation from the standard arrangement of furnishings at the front of the Church or in the east chapel should be referred to the Ministers.
- 3.10 Additional use of any of Pilgrim's facilities on Sundays needs to be planned so that there is minimal disruption to the regular scheduled events (i.e. the four Sunday services: 8.00am, 9.30am, 11.00am and 12.45pm; C(SA)CC use of Pilgrim Centre on Sunday afternoons; and Sunday Night Teas). However, it is recognised that it is in the best interests of everyone concerned if negotiation occurs to facilitate additional events on special occasions (e.g. Congregational meetings, Organ Recitals and Conferences). The same principle applies for any requests from Pilgrim or UCA groups to use specific facilities on any other days when there are regular scheduled events. In general, this option is not available for other groups.
- 3.11 There are specific procedures and requirements related to requests to use the Continuo Organ (both on and off-site) as well as the data projector and screen in the Church. See procedures for details of these.
- 3.12 In general, groups hiring the Pilgrim Centre Hall need to bring their own data projector; the only exception being when a person authorised to operate the Church's data projector (i.e. a recognised Pilgrim operator) is part of the group.

**Authorisation**



Church Council Chair

Reviewed and Approved: 12 February 2020

Next review date: February 2022

## HIRE / USE OF FACILITIES PROCEDURES - (February 2020)

### 1. Responsibilities

- 1.1 Church Council has property management responsibility for the use of all of Pilgrim's facilities, including all hiring and leasing agreements (referred to as Licence Agreements, the Synod term, in these procedures) and negotiations with our partners in ministry, the Chinese (SA) Christian Church. Specific responsibilities may be delegated to Church Council Executive or other individuals (e.g. liaison with the Chinese (SA) Christian Church, hire of the Continuo Organ).
- 1.2 The Operations Committee supports Church Council in undertaking its property management responsibility and oversight of staff charged with specific responsibilities in relation to hiring and leasing agreements.
- 1.3 The Business Manager has responsibility for oversight of the management of all hiring and lease agreements and negotiating appropriate rates. The Business Manager has delegated authority to sign Exclusive Use Licence Agreements.
- 1.4 The Office Administrator has responsibility for the day-to-day management of booking of facilities and hiring agreements which includes advising potential hirers of the current hire rates. The Office Administrator has delegated authority to sign Non-exclusive Use Licence Agreements.

### 2. Procedures

#### 2.1 Bookings - Non-exclusive use of Church properties ('one-off' or 'casual')

- All premises and facilities must be booked in advance. All bookings must be done through the Office Administrator. This applies equally to Pilgrim members, those associated with Pilgrim and people not associated with Pilgrim.
- Any changes to bookings must also go through the Office Administrator.
- The Office Administrator will advise potential users of the charges (if any) for the use of the Church premises and/or facilities and advise non-UCA groups of the risk they take if they do not have their own Public Liability insurance, including determining whether a caretaker is required and advising of these charges.
- Cancellation charges will be at the discretion of the Office Administrator (e.g. cancellations with less than 24 hours' notice may incur a penalty of 50%; other cancellations may incur a \$30 flat fee).
- The Office Administrator will liaise with others, as necessary, in relation to the use of specialist facilities and/or special requests (e.g. Peter Kelsall for hire of Continuo Organ; Peter Russell or Allan Forbes for use of full AV facilities in the Church; or the Ministers for weddings and funerals or a

change in the furnishing of the nave of the Church). However, the actual booking still goes through the Office Administrator who will invoice as appropriate.

- The Office Administrator will ensure that the 'short form' Licence Agreement obtained from Synod Property Services is completed and will sign on behalf of Church Council.

## **2.2 Non-exclusive use of Church properties ('long-term' or 'with specific conditions')**

- 'Long-term' use of Pilgrim Church premises or use 'with specific conditions' must be arranged through the Business Manager.
- The Business Manager will ensure that the 'long form' Licence Agreement obtained from Synod Property Services is completed and will sign on behalf of Church Council. *Note: Maximum term for the agreement is 12 months and this can be renewed by mutual agreement.*
- Long term users must produce evidence of current Public Liability Insurance at the time of entering this agreement and maintain this insurance for the term of the licence agreement. A minimum of \$20 million cover is required. *Note: Only "Sit and Talk" type groups will be considered for an exemption from the requirement to produce notification of the User's Public Liability Insurance. Application forms for exemption are available from Synod Insurance Services or Property Services.*

## **2.3 Exclusive use of Church property**

- For all new leases the Business Manager will negotiate with Synod Property Services to organise the preparation of the Synod Commercial Lease and Disclosure Statement documents by a solicitor and obtain a copy of the lessee's current Public Liability Insurance certificate.
- For all current leases the Business Manager will ensure that Licence (lease) Agreements are updated at least annually, along with obtaining a copy of the lessee's current Public Liability Insurance certificate.

## **2.4 Hire of Continuo (Chamber) Organ**

- There is a separate Property Hire Agreement form for the hire of the Continuo Organ which specifies a number of terms and agreements and the schedule of charges.
- Peter Kelsall is the first point of call person for organising any such use of the Continuo Organ. However, as for all other bookings, this must be done formally through the Office Administrator so that hirers can be appropriately invoiced.

## 2.5 Hire of Church

- Hiring of the Church (i.e. the sanctuary area) is at the discretion of the Office Administrator. If the hiring is possibly contentious, the Office Administrator will consult the Church Council Executive.
- Hire of the Church includes, as standard, the use of the lectern microphone and, if required, one wireless hand microphone.
- If use of the data projector and screen is required a recognised AV operator (Pilgrim or Uniting Technology) will also be needed, at additional cost.

## 2.6 Review of charges

- Review schedule of charges annually in March to be effective from 1 July.

## Related Documents

- Licence (lease) Agreements – Synod Property Services  
<http://sa.uca.org.au/property-services/leasing/>

## Authorisation



Chair of Operations Committee

Reviewed and Approved: 11 February 2020

Next review date: February 2022

