

# Village of Hall and District Progress Association

Facilities Fees and Charges Schedule Community Support Policy

Version 1 – August 2022

## 1 PURPOSE

This policy provides guidance for offers and requests to waive or refund various types of fees and charges that would otherwise apply to hire and use of VHDPA managed facilities including all facilities at the school site and all facilities at the Pavilion.

## 2 SCOPE

The policy applies to any not for profit organisation, incorporated association or unincorporated community group which provides a community benefit to the Village of Hall and District (Postcode 2618) eligible to have a hire fee reduced (by application), set at a specific rate or waived (by VHDPA offer).

## 3 POLICY

The VHDPA may consider requests from community groups to provide funding support in the form of fee reductions for activities, projects, events or initiatives.

The VHDPA may also extend an offer to reduce or waive hire fees and charges.

Implementation of this policy will ensure that responses to fee waivers and reductions are managed consistently. It will also ensure that responses consider community need and benefit within the VHDPA's financial capacity.

In general, every user should expect, at minimum, to cover the cost of utilities of the facility.

### 3.1 Categories

#### 3.1.1 Hire fees

Requests can be made for a **reduced** hire fee for fundraising and other activities provided that the applicant is an eligible organisation or group and the activity will result in a community benefit.

For eligible applicants and activities the **reduced hire fee** is recommended to be set at eighty (80) percent of the applicable fee.

The VHDPA may also offer **specific hire fees** for recurrent uses.

The VHDPA may also offer eligible applicants and events a **waive** of the hire fees.

#### 3.1.2 Bond payments

The VHDPA may offer eligible applicants and events a waiver of the bond fee.

### **3.2 Application and assessment**

Requests for a fee reduction must be made via email to the VHDPA.

Requests with a value at or under \$200 can be approved by facilities managers and reported at the earliest opportunity to the VHDPA Committee.

Requests with a value of more than \$200 must be reviewed and endorsed by the VHDPA Committee.

## **4 CONFLICT OF INTEREST**

If a VHDPA member involved in the process has a conflict of interest, whether it be actual, potential or perceived, they will be required to declare the conflict and remove themselves from consideration of the request or offer.

## **5 DEFINITIONS OF TERMS OR ABBREVIATIONS USED**

*Organisation or group* - a not-for-profit, incorporated association or community group that is based in the postcode 2618 or has demonstrated links to the Hall and District Community.

*Community benefit* - A demonstrated community need in Hall and District which aligns with the VHDPA's objects.

## **7 REVIEW**

The VHDPA Committee will review this policy for any necessary amendments no later than 1 year after adoption of this current version.

## **8 ATTACHMENTS**

Application format - Reduction of hire fees