

<b>No:</b>	2	<b>Title:</b>	Hiring Club Facilities
<b>Date formulated:</b>		<b>Last updated:</b>	

***Purpose:***

This bylaw formalizes the guidelines and procedures related to the hiring of the club's facilities by individuals, businesses and/or community groups.

***Validity:***

The Committee of Management has the power under the Association's Incorporation Act 1981 [as amended], and is in fact required by the Act, to take whatever measures it determines are in the best interests of the club and its members.

***Key principles:***

The hiring of club facilities will be based on the following key principles:

- The Committee of Management is the body responsible for all aspects of the club's facilities hiring activities.
- The interests of the club and its members will be protected at all times.
- The club has a commitment to making its facilities available to the broader community.
- The potential to generate income for the club.

***Club facilities hiring guidelines:***

When hiring club facilities to members or external parties, the following guidelines shall be followed:

- All club facility-hiring fees and charges shall be determined annually by the Committee of Management.
- Fees charged to hirers of club facilities will include the actual hiring fee, bond and any cleaning and/or repair fee deemed to be appropriate by the Committee of Management.
- The hiring of club facilities by members, non-profit community organizations or charitable fundraising events, as determined by the Committee of Management, shall be charged a discounted rate.
- The Committee of Management shall determine who will and will not be allowed to hire club facilities.
- Any prospective hirer must submit a completed 'RCGC Facility Hiring Application' form to the club at least six weeks before the date of the proposed event.
- Any approved hirer of a club facility must sign and abide by the conditions set out in the 'RCGC Facility Hiring Agreement'.
- No individual, business or group involved with any event or activity related to the hire of any club facility is permitted to bring alcohol onto club property.
- In accordance with liquor licensing regulations, all non-members attending any non-golf related event or activity must be formally signed in using the appropriate format.

***Facilities available for hire:***

1. The golf course.
2. The clubhouse, with or without access to catering facilities.
3. The external BBQ area.

These facilities can be hired separately or in a combination that meets the needs of the hirer.

***Hiring exclusions:***

The club's facilities shall not be hired to members or external parties for the following uses:

- 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> birthday parties.
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***Attachments:***

- 'RCGC Facility Hiring Application' form.
- 'RCGC Facility Hiring Agreement'.

***General comments:***

*Note: these comments are for information only and will not form part of the final facilities hiring policy.*

*The 'RCGC Facility Hiring Application' is a document that will provide the COM with the information it needs to determine whether or not club facilities will be hired to an applicant. The form will contain details of the hirer, the date of the event, the type of event the hirer wishes to conduct, the anticipated number of people that will attend as well as any other information we deem to be appropriate.*

*The 'RCGC Facility Hiring Agreement' is the formal agreement between the club and the hirer. It would set out the full terms and conditions under which a club facility is hired to another party. It's likely that we will need several versions of the hiring agreement in order to cover the range of facilities available and the types of events that may be conducted.*

*The club's website could be used to promote the fact that our facilities are available for hire and provide basic information on the hiring conditions that apply. The two forms mentioned above can be made available online, however the hiring agreement would need to be completed by hand and formally signed.*

*The COM will need to determine if there are other hiring exclusions it wants to make and whether or not these exclusions are relevant to club members.*