

**Subject**                    **COUNCIL MEETING ROOM - USE OF**

**Description:**        This document describes how the Council Meeting Room may be hired.

**Objective:**            To ensure that effective control is maintained over the use of the Council Meeting Room.

## PART 1 - POLICY

The Meeting Room shall be available for hire to local organisations, at a fee set by Council, subject to the approval of Council and the attendance of the Mayor, a Councillor or a senior staff member. No recreational use shall be permitted.

Fees are set in Council's Revenue Policy each year. However, use of the following rooms is to take precedence over use of the Chambers:

- Mayor's Room (for Manex, Council Committees and Sub-Committees).
- Community Centre, Large and Small Group Rooms, (all non-Council meeting groups and organisations).

The General Manager may set a nil charge for occasions when the organisation is Council-based, is a charitable organisation or one which is community-based and does not raise funds for its own purposes. In these instances the fee will be made by Council from an allocation within the Governance budget.

## PART 2 - EXEMPTIONS

Nil

## PART 3 - CRITERIA

1. A need to achieve the controlled use of a Council amenity.
2. To provide a venue for meetings of local organisations.
3. To achieve proper Council supervision of the use of this amenity.

## PART 4 - OTHER MATTERS

Nil

**Review:**                This policy is to be reviewed as necessary or every four years in accordance with Section 165, Local Government Act, 1993.

**Resolution No: 265/97; Reviewed June 2000: 249/00; Revised March 05: 94/05; Reviewed September 09; Reviewed and Revised February 2011 (45/11); Adopted without Change August 2013 (249/13).**

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