

POLICY

Community Facilities

Community Facilities Fees and Charges

1 Introduction

This Policy provides a basis for establishing consistent and equitable charging for the use of Council owned and leased community facilities in the Waimakariri District. The policy includes a schedule of charges (Appendix A) for the use of these facilities. This policy applies to public buildings, and parks and reserves managed by the Community and Recreation Department of Council on behalf of the community.

The Council's Parks and Recreation Activity Management Plan published in 2018 provides the following definition of Council owned buildings and parks and reserves which are the subject of this policy. Council owned and leased buildings are identified as: community buildings, pavilions, halls, including the car park and any structures associated with the carpark or building, such as bollards, rubbish bins, gardens, trees and signs. Parks and reserves include: neighbourhood parks, sports and recreation parks, natural parks, outdoor adventure parks, cultural heritage parks, public gardens and civic spaces.

The policy also provides a basis for determining charges for lease agreements for the use of Council buildings. It sets out what charges will be payable by lease holders with a long term sole occupancy of Council provided office space.

The role of the Council in providing new facilities in the District is considered within a separate policy titled "Council's Role in the Provision of Community Facilities".

2 Policy Context

A consistent and equitable basis for charging for the use of community facilities is needed to ensure the Council is able to demonstrate its charging is fair when responding to funding challenges.

Fees and charges are levied to recover a portion of the operating costs of Council facilities. These operating costs include rates, depreciation, costs of general maintenance, power, telephone (where applicable), and heating.

It is acknowledged that some of the facilities were established by particular groups and these groups may expect reduced charges or fee waivers in recognition of their contribution. The charges reflect the significant role many community groups have had in the development of the facilities.

It is noted that many users of Council owned or leased facilities could not viably continue without Council's support. The ratepayer subsidy of the facilities operating costs is therefore essential to support the continuation of some activities in the District.

Ratepayers have an interest in ensuring that users of the facilities make some contribution to their ongoing operating costs. However, through these fees the usage of Council owned

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facilities by community groups is substantially subsidised by ratepayers in recognition of the significant “community benefit” component of the provision of facilities.

3 Policy Objective

The objective of this policy is to set fees for the use of Council facilities that are complementary to current market pricing ensuring full use of all available facilities in the District, both private and Council owned.

The policy also seeks to provide equity in setting out the contribution that organisations and groups will be required to make when using facilities. This aims to ensure that groups using these facilities make a consistent, transparent and fair contribution to their operation.

Appendix A: Schedule of charges for the use of Council owned facilities.

4 Policy Statement

4.1 Principles for charging for the use of Community Facilities

The Council seeks equity, fairness and consistency in the level of user contributions to community facilities.

In seeking to establish an equitable charging system for the use of Council owned or leased facilities the Council will take account of the frequency of use of the facility by setting hourly charges applicable to the use of these facilities. It will also consider the ability of those groups using each facility to pay, and the extent to which the usage of the facility provides an individual and community benefit by providing large discounts for the hourly use of Council facilities to certain categories of facility users.

The value of the facility to users is recognised by sorting facilities into levels representing broadly, the standard of each facility, for which different charges for use apply.

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4.2 Categorisation of Facilities

| Category | Facilities |
|---|--|
| <p>New or significantly refurbished performing arts and indoor sports facilities</p> <p>Either new facilities that are likely to be developed by the Council in future, or existing facilities that are undergoing extensive refurbishment including possible new meeting rooms and configuration changes, with new charges to be determined.</p> | |
| <p>District Wide Facilities are typically high quality existing large multipurpose town hall or performing arts venues or indoor sports venues with full kitchen facilities and/or excellent landscaping and other key amenity values and are to a standard suitable for use by professional and visiting groups.</p> | <ul style="list-style-type: none"> • Cust Community Centre (incl. Main Hall) • Oxford Town Hall (incl. auditorium) • Rangiora Town Hall • West Eyreton Hall (incl. main hall) • Woodend Community Centre (incl. main hall) |
| <p>Community Meeting Facilities are typically venues with some multi-purpose potential, some with main halls available for hire, and others with various room configurations used by either regular groups or available for casual bookings. These venues include modest or basic kitchen and toilet facilities. They are used by social support network groups as office space or for passive recreation.</p> | <ul style="list-style-type: none"> • Cust Community Centre (Meeting Room/Supper Room) • Dudley Park Pavilion • Fernside Memorial Hall • Kaiapoi Community Centre (St. Pauls) meeting rooms • Oxford Centennial Building (now community leased) • Oxford Jaycee Hall • Oxford Town Hall (A & P Hall) • Rangiora War Memorial offices and hall • Waikuku Beach Hall • West Eyreton Hall (meeting room) • Woodend Community Centre (mezzanine floor) • Pegasus Community Centre |
| <p>Sports Pavilions are buildings used for the purposes of active recreation, attached to sports grounds that provide changing and toilet facilities for sports ground users.</p> <p>Casual users wishing to hire a venue will need to negotiate with the club to enable their usage.</p> | |
| <p>Competition Level Sports Pavilions have a good quality function venue and adequate kitchen with changing rooms suitable for use by one or more visiting teams and able to be used for catering for larger groups.</p> | <p>Competition Level Sports Pavilions:</p> <ul style="list-style-type: none"> • Kendall Park Pavilion • Loburn Domain Pavilion • Oxford Pavilion (Pearson Park) |

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| Category | Facilities |
|--|---|
| <i>Local sports club pavilions</i> have smaller or more basic venues suitable for local games but not necessarily for larger competition events. | Local Sports Club Pavilions: <ul style="list-style-type: none"> • Cust Domain Pavilion • Ohoka Domain Pavilion • Sefton Domain Pavilion • View Hill Pavilion |

4.3 Applicable Charges

4.3.1 Event/Performance Set Up Charge

An hourly set up charge will apply to the use of facilities to cover preparation set up time for a show, performance or event at a rate of one third of the applicable hourly rate for the use of any community facility. The set up charge will be applied in accordance with the category of facility user.

The set up charge will apply for a maximum of 12 hours in any 24 hour period.

The set up charge will only apply during the set up period for events if the facility cannot otherwise be booked by any other group as it is exclusively required for set up for a particular show or event.

The hourly set up charge for performances may include rehearsal times at the discretion of the Manager Community and Recreation.

Notes:

- There are no additional charges applicable for heating/power relating to the use of any facility
- Any casual use of a competition sports pavilion or local sports club pavilion by a non-regular user must be negotiated and confirmed with the appropriate club/s.
- Groups in all categories will be charged for their utilities (e.g. phone & water (if charged separately))
- There are no additional charges for clean-up time (including removal of props) after an event provided the clean-up is satisfactorily completed by an agreed deadline.

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4.3.2 Additional Charges for Facilities and Preferred Hall Hirer Status:

Key Register - Any hirer including Preferred Hall Hirers will be required to fill out a “Venue Key Register” form, which requires the hirer to agree to pay a charge of \$20 per key in the event of the loss of the key/s that were issued to them.

4.3.3 Waiver of Charges

The Community and Recreation Committee of Council have delegated authority to approve any fee waivers.

Waiving of fees is intended to provide affordable and equitable access to community facilities. It is designed to help community groups and organisations whose goals are aligned with Council’s Community Outcomes.

An automatic fee waiver is granted for ANZAC Day events and events and/or meetings organised by the District Promotion organisations if these events and organisations are using Council owned facilities.

The Community and Recreation Committee grant is available where community groups find Council approved facility rental rates to be a financial barrier.

Some examples of groups that would be considered eligible for waiving fees include:

- Individuals/groups trying to draw together their local communities of interest.
- Neighbourhood based groups desiring to organise local, free, publicly accessible events;
- Fundraisers or other events held to generate financial support for a charity.

Some examples of groups that would not be considered eligible for waiving fees under this policy include:

- Private functions by individuals/groups;
- Campaigns or events held for political purposes.

Requests will be considered based on the following:

- The hirer is ‘not for profit’
- The required space is available
- The community value of the activity is clearly identified
- The financial position of the group identifies hardship

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- No other suitable grant is available from external sources

4.3.4 Fee Waiver Funding Process

The Community and Recreation Committee has budgetary provision to assist groups to pay the fees for the use of Council owned facilities. This assistance may be full payment of fees or partial payment depending on the group's ability to contribute. The Committee may consider multi-year applications.

Groups must apply for a fee waiver (either part or full). The fund is open and applications may be made at any time.

Once an application for a fee waiver is received, processed and the level of assistance determined, the full annual \$value is credited to the applicant's account with Council. Each month an invoice is generated and the \$value of this invoice subtracted from the credit total. By the end of the 12 month (or booking period if less or greater than 12 months) the applicant's account will be zero.

If Council is making a part-payment it is the responsibility of the applicant to ensure the 'top-up' is paid on a monthly (or as arranged) basis. By the end of the 12 month (or booking period if less or greater than 12 months) the applicant's account will be zero.

4.3.5 Storage of Equipment/Administration Base

Clubs, groups or organisations using facilities for storage of gear or administrative supplies may be charged a storage fee, at the discretion of the Committee, of \$50 per annum for every 5 square metres of storage space. On application, each group requesting storage, will provide an inventory of items stored.

4.3.6 Conditions of Use

The Community and Recreation Committee of Council will determine conditions of use for each community facility. This will include determining the type of groups that can use a facility, the type of events that may be held within a facility, any specified hours of operation and any other conditions that may be required to comply with the conditions of a resource consent.

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4.3.7 Externally Funded Buildings on Council Land

Rental lease of ground charges for any building that is externally funded located on Council land must include, as a minimum, any applicable rates charges (i.e. to cover the cost of any water usage, sewer pans, and rubbish collections that are applicable in relation to the building).

5 Links to legislation, other policies and community outcomes

- Community Green Space Activity Management Plan 2018
- Reserve Management Plans

The policy gives effect to the following Waimakariri community outcomes:

Public spaces and facilities are plentiful, accessible and high quality

- *There is a wide variety of public places and spaces to meet people's needs*
- *The range of community and recreation facilities meets the changing needs of our community.*

6 Adopted by and date

Adopted by Council on 1 October 2019.

7 Review

This policy will be reviewed every six years, with the next review to be completed by September 2025. The fees and charges will be reviewed on an annual basis through the Annual Plan or Long Term Plan public consultation processes.

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APPENDIX 1

Review of the fees are undertaken as part of the Council's Annual Plan/Long Term Plan consultation. The fees will be updated each year in alignment with the Local Government Cost Index.

Fees and charges should be read in conjunction with section 4.3.3 and 4.3.4 of the Community Facilities Fees and Charges Policy.

User Group Definitions

Commercial: For an event (commercial, seminars and corporate) which primary purpose is for a commercial/enterprise.

Private: By an individual or collection of individuals where the event is not open to the public i.e. social function events.

Community Event and Fundraiser Rates: For an event which primary purpose that provides an educational, social or economic community benefit that is able to be demonstrated.

Community Regular Hirer Rate: This only applies to hirers who enter into an agreement to book regular weekly, fortnightly or monthly bookings for a minimum term of six months.

**All rates are per hour and include GST except where specifically described.*

| Facility | Commercial* | Private* | Community Event and Fundraiser Rates* |
|------------------------------|-------------|----------|---------------------------------------|
| Cust Domain | \$10.00 | \$5.00 | \$5.00 |
| Ohoka Domain | \$10.00 | \$5.00 | \$5.00 |
| Sefton Domain | \$10.00 | \$5.00 | \$5.00 |
| View Hill Domain | \$10.00 | \$5.00 | \$5.00 |
| Dudley Park | \$28.75 | \$10.00 | \$10.00 |
| Pearson Park (Oxford) | \$28.75 | \$10.00 | \$10.00 |
| Loburn Domain | \$25.00 | \$25.00 | \$25.00 |
| Trousselot Park Band Rotunda | \$25.55 | | |
| Victoria Park Band Rotunda | \$25.55 | | |
| Sports Grounds – day rates | \$25.55 | | |
| Reserves | \$25.55 | | |

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| Facility | Commercial* | Private* | Community Event and Fundraiser Rates* |
|---------------------------------|---------------|---------------|---------------------------------------|
| Woodend Community Centre | | | |
| Sports Hall | \$28.75 | \$15.00 | \$15.00 |
| Meeting Room A or B | \$28.75 | \$15.00 | \$15.00 |
| Combined Meeting Rooms A & B | \$57.50 | \$30.00 | \$30.00 |
| Entire complex | \$414 per day | \$180 per day | \$180 per day |

| Facility | Commercial* | Private* | Community Event and Fundraiser Rates* |
|--------------------------------|-------------|----------|---------------------------------------|
| Ruataniwha Civic Centre | | | |
| Room One | \$28.75 | \$25.00 | \$25.00 |
| Room Two | \$20.00 | \$25.00 | \$25.00 |
| Combined meeting room | \$48.75 | \$40.00 | \$40.00 |
| | | | |

| Facility | Commercial* | Private* | Community Event and Fundraiser Rates* |
|--|-------------|----------|---------------------------------------|
| Oxford Town Hall | | | |
| A & P Room | \$57.50 | \$15.00 | \$15.00 |
| Main Hall | \$57.50 | \$25.00 | \$25.00 |
| Entire Venue per hour | \$86.25 | \$40.00 | \$40.00 |
| Entire Venue – day rate (six hours or more) | \$517.50 | \$240.00 | \$240.00 |
| Wedding rate (including three hours set up, full day hire and two hours cleaning) | NA | \$200.00 | NA |
| Auditorium projection equipment (including technician) | \$57.50 | \$50.00 | \$50.00 |
| OB&I League for movies (x3 hours, including WDC owned projection equipment, wi-fi and electricity) | NA | \$45.00 | \$45.00 |

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| Facility | Commercial* | Private* | Community Event and Fundraiser Rates* |
|---|------------------------------|------------------------------|---------------------------------------|
| Rangiora Town Hall | | | |
| Main auditorium Performance Day | \$1,035.00 | \$373.75 | \$373.75 |
| Main auditorium Pack in/out, rehearsal (maximum 14 days) | \$230.00 | \$143.75 | \$143.75 |
| Small theatre (minimum 2 hours) | \$115.00 | \$57.50 | \$57.50 |
| Small theatre Day Rate | \$690.00 | \$345.00 | \$345.00 |
| Small theatre Projection equipment (including technician) | \$57.50 | \$57.50 | \$57.50 |
| Function Room | \$57.50/hour \$345.00/day | \$57.50/hour \$345.00/day | \$57.50/hour \$345.00/day |
| Studio Room | \$23.00 | \$23.00 | \$23.00 |
| Green Room | \$23.00 | \$23.00 | \$23.00 |

| Facility | Commercial* | Private* | Community Event and Fundraiser Rates* |
|---|---|----------|---------------------------------------|
| Cust Community Centre | \$28.75 | \$10.00 | \$10.00 |
| Fernside Memorial Hall | \$28.75 | \$10.00 | \$10.00 |
| Oxford Jaycee Hall | \$28.75 | \$10.00 | \$10.00 |
| Rangiora War Memorial Hall | \$28.75 | \$10.00 | \$10.00 |
| Waikuku Beach Hall | \$28.75 | \$10.00 | \$10.00 |
| Kaiapoi Community Centre – Mill Room | \$28.75 | \$10.00 | \$10.00 |
| Pegasus Community Centre: | | | |
| The Big Room (main room) | \$28.75 | \$10.00 | \$10.00 |
| Infinity Room (reception area) | \$28.75 | \$10.00 | \$10.00 |
| Todd Room (meeting room) | \$28.75 | \$10.00 | \$10.00 |
| Southern Capital Room (small meeting room) | \$28.75 | \$5.00 | \$5.00 |
| West Eyreton Hall | | | |
| Main Hall – meeting | \$15.00 | \$8.00 | \$8.00 |
| Meeting Room | \$10.00 | \$6.00 | \$6.00 |
| West Eyreton Hall Weddings/Events | \$250 to \$550 per day plus bond – refer to website | | |

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| Other Facilities Related Charges | |
|--|----------|
| Lost key | \$20.00 |
| Additional Bins – per bin per day | \$20.00 |
| Toilet clean | \$30.00 |
| Special clean per hour (full building) | \$75.00 |
| Security Guard call-out (alarm activation) | \$75.00 |
| Fire Alarm activation (brigade connected) | \$350.00 |

Permanently Leased Office Space

Either the applicable hourly rate for the facility will apply (in the case of permanently leased office space the hourly rate may be calculated as a % of the floor space used in relation to total venue floor space), or alternatively a capped seasonal or annual rate will be applicable as follows, whichever is the lesser:

| | |
|---|-------------------|
| Government Department sole use of office space: | \$1,500 per annum |
| Other non-commercial sole use of leased office space: | \$500 per annum |
| Competition Level Pavilion seasonal use: | \$500 per season |
| Local Sports Club Pavilion seasonal use: | \$300 per season |