



Lake City Athletic Club Inc – Neil Hunt Park Clubrooms Usage and Hire Policy

Statement of Intent

The purpose of this policy is to cover the usage and/or hire of the clubrooms for non-club events and activities. The Lake City Athletic Club Inc constitution states a purpose under Object 2b is “To encourage, promote, regulate, practice and assist sporting activities of every kind and to conduct such meetings or functions as the Club may think fit”. While doing this the club’s assets must be protected and preserved for current and future members’ use.

General

The Clubrooms will not generally be available for hire.

Requests for the use of the building may be considered from sporting organisations and groups for activities such as meetings, training courses, and prize-givings.

Private hire for weddings, family gatherings or other social functions will not be considered.

Any agreement for usage or hire of the clubrooms and the terms and conditions of it will be at the sole discretion of the Executive.

All usage or hire of the clubroom for non-club activities shall be smoking, vaping and drug free. Alcohol may be allowed at the discretion of the Executive.

Clubrooms are to be left in a clean and tidy state after use; refer to appendix for details.

For all non-club usage or hire of the clubrooms, a club member approved by the Executive must be present:

- To open the clubrooms beforehand,
- For the duration of the usage/hire to ensure all conditions specified are met,
- To close the clubrooms at the conclusion,
- To be responsible for the control and management of the bar, including the purchase of supplies for the usage/hire, if alcohol is to be allowed.

Use of the clubrooms will not be exclusive. Club members will still have access to the clubroom facilities such as showers.

Application Process

The applicant must apply directly to the Secretary in writing (Postal address: Lake City Athletic Club, PO Box 2136, Rotorua. Email address: info@lakecity.co.nz). Applications must not come via Club or Executive members unless they are the actual applicant.

The application must include a date, duration, purpose of the usage/hire, number of people attending, whether alcohol/bar facilities are required, and any other relevant information.

The latest date by which the applicant needs to know if their application has been approved or not is also required;

- If this date is after the next scheduled Executive Committee meeting, a decision regarding the application will be made at the next scheduled Executive Committee meeting.
- If this date is before the next scheduled Executive Committee meeting, the Secretary will arrange for email voting by the individual Executive members to make a decision regarding the application.

Appendix: Criteria for tidiness of building and removal of waste.

- All waste, including recyclables and leftovers, resulting from the usage/hire to be removed from the building and disposed of appropriately.
- All furniture to be returned to how it was arranged before the usage/hire.
- All kitchen facilities utilised during the event to be cleaned to a state at least as clean as prior to the usage/hire.
- All dishes and glassware used during the usage/hire are to be washed and put away.
- Any decorations or other materials specific to the usage/hire are to be removed.
- Floor vacuumed if required*.
- Tables wiped down if required*.

* : at the discretion of the club member approved for the usage/hire by the Executive.