



<b>POLICY ON REIMBURSEMENT OF CHARGES, HIRE FEES, AND RENTS</b>		<b>ACTIVITY GROUP:</b>	<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>
<b>Policy Type:</b>	Council		
<b>Approved by:</b>	Council		
<b>Department:</b>	Community Development		
<b>Date Approved:</b>	19 September 2019	<b>Next Review Date:</b>	19 September 2022
<b>Relevant Legislation:</b>	Local Government Act 2002		
<b>Clutha District Council Documents referenced:</b>	Application for Council reimbursement form		

## CONTEXT

To ensure that Clutha District Council, as a territorial authority, complies appropriately with its obligations to rate payers and the public as defined under the Local Government Act 2002.

Council recognises that the hire or rental of Council property needs to be completed in a manner that is consistent with the principles of the legislation and the behaviours expected to prudently manage public property.

Council will generally charge market rates for the hire or rental of Council owned and managed property. Council also charges for a range of permits and licenses, as specified in its Schedule of Fees and Charges.

## PURPOSE

The purpose of this policy is to provide eligibility guidelines for the reimbursement of charges, and hire fees or rentals for Council property.

This policy is intended to support eligible organisations by reducing the cost of undertaking projects, and hiring or renting Council property (including, but not limited to the halls and community centres listed in Appendix A).

## SCOPE

This policy applies to eligible organisations wishing to undertake projects, or who hire or rent Council property.

The policy provides a Council standard that can only be exceeded in limited / exceptional circumstances and only with the prior approval of the Chief Executive.

The policy does not apply to:

- Reimbursement of liquor licensing fees.

- General funding assistance from Council for organisations. Other requests for funding should be made as a submission to the Long Term Plan / Annual Plan.
- Reimbursement of costs for regular (e.g. weekly or monthly) use of property.
- Fees and charges that must be passed on to another agency e.g. BRANZ.

## **DEFINITIONS**

*Non-profit organisation* is defined as a group organised for purposes other than generating profit and in which no part of the organisation's income is distributed to its members, directors, or officers.

## **POLICY**

1. Council will consider applications for assistance from within the Clutha District, providing the following criteria are met:
  - a. The application is made by an organisation (not an individual or individuals).
  - b. The organisation making the application is a non-profit organisation.
  - c. The organisation provides a service to, or is undertaking a project that benefits residents of Clutha District.
2. Assistance from Council may include:
  - a. Reimbursement of fees and charges for one-off projects (i.e. not more than once in a financial year).
  - b. Reimbursement of hire charges for community centres and halls, including events which may last several days (e.g. a theatrical production).
  - c. Reimbursement of rent for periodic or fixed-term tenancies of Council property.
3. The reimbursement of rent shall be payable at 75% of the market rent.
4. The level of assistance to any organisation shall be limited to a maximum of \$2,000 in any given financial year.
5. Council will only consider applications made on the [application form](#).
6. Council will only consider applications which are received within three months of the activity.

## **DELEGATIONS**

7. Applications for reimbursement of charges, hire fees and rentals are to be authorised by the Corporate Services Administrator.
8. Applications for reimbursement should be referred to the Mayor or the Corporate Services Committee in instances where it is unclear whether the application meets the policy criteria listed above, especially if granting it would set a precedent.

**APPENDIX A: LIST OF HALLS AND COMMUNITY CENTRES**

<b>Council Owned Halls / Community Centres</b>	<b>Other Halls / Community Centres</b>
Balclutha Memorial Hall	Beaumont Hall
Clutha Valley Community Centre	Clinton Community Centre
Hillend Hall	Crookston Community Centre
Kaka Point Hall	Dunrobin Hall
Lovells Flat Hall	Heriot & Districts Community Centre
Moneymore Community Centre	Kaitangata Community Centre
Owaka Memorial Community Centre	Leitch Memorial Hall
Paretai Hall	Milton Coronation Hall
Waiholā Hall	Matau Hall
Waipahi Hall	Popotunoa Hall
Waitahuna Hall	Pukeawa Hall
Waiwera South Hall	Purekiriki Hall
	Romahapa Community Hall
	Simpson Park Hall
	Stirling Athenaeum
	Tahakopa Hall
	Toko Mouth Hall
	Tuapeka Mouth Coronation Hall
	Tuapeka West Hall
	Waikoikoi Public Hall
	Waitapeka/Puerua Public Hall
	Warepa Hall
	West Otago Community Centre