

MOUNTAINS COMMUNITY RESOURCE NETWORK

Equipment Hire Policy

Operations Policy No. 10

The purpose of this policy is to provide users with a clear understanding of their responsibilities when hiring MCRN's equipment made available to the community.

Definitions:

The following is the range of MCRN equipment that is available for hire:

- PA System
- Data Projector
- Display Boards
- Video Camera
- Photo Camera

Commercial hirers:

Are defined as those who undertake activities for the purpose of generating a profit

Non-commercial hirers are defined as

- **Community groups:** Groups who meet for the purpose of providing a service for the community's benefit. Such groups will only be recognised through a statement of incorporation, or sponsorship through an auspice body.
- **Not-for-profit groups:** an organisation not seeking profit and which does not disperse excess income to its members, in the form of dividends or otherwise. This may include government and non-government organisations, funded and unfunded groups.
- **Private/Individual hirers:** Those who undertake activities for the purpose of private events and activities.

Policy

The following conditions shall apply to all individuals and groups who hire and utilise MCRN's equipment.

1. General Conditions of Use

- 1.1. All bookings and enquiries are to be made through MCRN staff in person, the MCRN website www.mcrn.org.au or by calling 4759 3599.
- 1.2. Fees will be negotiated.
- 1.3. Where appropriate the hiring body is to take out insurance for public liability/risk and any other matter relevant to the purpose for which the equipment will be used; to the value of \$10,000,000. A copy of the insurance cover is to be provided to MCRN and is to be attached to the hiring documentation.

- 1.4. The hirer will be required to indemnify MCRN against any and all claims arising from the hire of MCRN's equipment.
- 1.5. The transportation of MCRN's equipment is the responsibility of the hirer, who must ensure that the handling of the equipment is undertaken with due care.
- 1.6. MCRN will not be responsible for any costs associated with the set-up, removal or transport of the equipment.
- 1.7. Persons are not permitted to make any alterations or additions to the MCRN's equipment.
- 1.8. The hirer is not authorised to sub-hire or loan MCRN's equipment to any other group during the term of the hire agreement.
- 1.9. The hirer is made aware of and been given the opportunity to provide feedback and complaints regarding the equipment and the booking procedures in accordance with MCRN's Consumer Participation and Feedback as well as Complaint Policies.

2. Responsibilities of MCRN

- 2.1. MCRN reserves the right to deny a request on the basis that it may be detrimental to the management of MCRN's assets.
- 2.2. A register of requests and bookings for equipment will be maintained by MCRN.
- 2.3. MCRN is committed to community development and in all instances will avoid direct competition with commercial providers of MCRN's equipment range. Instances when MCRN does recognise that it is competing with a commercial provider, enquirers will be asked to provide justification for requesting City equipment. The MCRN Team Leader will make a determination on the suitability of the request.
- 2.4. MCRN will provide instruction to hirers for the set up and construction and dismantling of the equipment hired.
- 2.5. MCRN will undertake an inspection of equipment prior and post the hire period.
- 2.6. In the event of damage to equipment being identified post hire MCRN will provide the hirer with details of the findings and the costs for repair or replacement of the equipment.
- 2.7. MCRN will acknowledge any feedback given and will deal with any complaint made in accordance with its policies.

- **Other relevant policies & documents**
Aims & Objectives
Feedback and Participation Policy
Equipment Hire Form

Adopted by the Management Committee on: _____

Review date: _____

MCRN EQUIPMENT BOOKING FORM:

Name of group and activity: _____

Hirer Contact Detail

Name: _____

Address: _____

Telephone _____ Mobile _____

Email: _____

Please tick the box that applies to you and your group:

- We/I have got our own public liability insurance and have attached a copy of the certificate of currency
- Our group/activity comes under MCRN community development / social justice activity and we do not have to provide our own insurance

Please tick one of the following boxes that applies to you:

- A community group
- A not-for-profit organisation
- An individual hiring equipment for private purposes
- A commercial hirer generating a profit from this hire

Please indicate which equipment you wish to hire

- PA System
- Data Projector
- Display Boards
- Video Camera
- Photo Camera

To be collected on _____ to be returned by _____

Disclaimer:

I have read and understood MCRN's Equipment Hire Policy. I acknowledge that I have received the equipment in good working order and with all relevant parts. I agree to return the equipment in the same or better condition after use. Any loss or damage of equipment is my responsibility.

Signed:

Date: _____

NOTE:

The equipment must be collected from MCRN during MCRN business hours or as negotiated at the time of booking. For further information please contact MCRN on 4759 3599.

Please return this form to MCRN by fax 02 4759 3299 or e-mail to support@mcrn.org.au