

| POLICY   | STATUS         | AT                              | DATE                  | DOC ID         |
|--|----------------|---------------------------------|-----------------------|----------------|
| <i>Policy Guidelines on Leases to Community Groups</i> | <i>Adopted</i> | <i>Ordinary Council Meeting</i> | <i>22 August 2017</i> | <i>A121353</i> |



**OPOTIKI DISTRICT COUNCIL**

# **Policy Guidelines on Leases to Community Groups**

## **BACKGROUND**

Council supports community recreation by providing venues, facilities and premises. Some community groups occupy Council land or premises by special agreement for the purpose of providing recreation. The Policy Guidelines on Leases to Community Groups prescribes a fair and consistent approach for entering into such agreements.

## **PRINCIPLES**

The 2015-2025 Long Term Plan identifies Community Outcomes that Council promotes.

Providing premises to community groups is consistent with the following Community Outcomes;

- Facilities and Services that meet our needs
- Community facilities created and maintained for the future
- Community facilities are integrated into the community
- Community groups are supported to provide facilities, activities and events
- Maintain a strong and effective community spirit

## **PURPOSE**

To ensure all leases, rentals and licences are fair, transparent and consistent with relative legislation including; the Reserves Act 1977 and; Airport Authority Act 1966.

## **DEFINITIONS**

Lessee – A tenant who holds a lease

Exclusive Use - Area that is occupied to the general exclusion of the public.

Community Organisation - A not for profit organisation providing community services that has a high proportion of public benefit.

## **POLICY GUIDELINES**

For a community group occupying Council property or premises;

1. Rent will be charged as determined by independent market valuation for the area that is occupied to the general exclusion of the public.
2. Lessee shall maintain leased premises in compliance with relevant rules and legislation. Council as lessor may inspect and where necessary enforce compliance.
3. Lessee shall be a current functioning Incorporated Society and carry Public Liability Insurance
4. Lessee is responsible for repairs and maintenance of the premises and keeping premises in tidy condition
5. Lessee shall be responsible for all outgoings including utilities, service charges, rates (where applicable) and insurance.
6. Upon termination, expiry or abandonment of leased premises, Council alone shall determine if improvements including buildings are retained for community use or are to be removed from the site.
7. Legal fees associated with preparing the lease or amending an existing lease shall be covered by Lessee.
8. Council may charge a fee, including bond, for the temporary use of Council premises, halls and pavilions for exclusive, commercial or private use.
9. The general public has free use of outdoor recreation facilities including sports fields and sports courts.
10. Council may implement a booking system for the use of premises including outdoor facilities.