

Community in-kind - Recurrent Room Hire Fee Waiver Guidelines

The Canberra Southern Cross Club (CSCC) Recurrent Room Hire Fee Waiver Program supports eligible not-for-profit community groups by providing access to Club facilities for regular meetings, programs and community activities.

The program aims to reduce costs for local organisations who are delivering activities that provide clear community benefit, while ensuring Club facilities are used fairly, safely and in line with operational requirements.

Eligible Applicants

To be eligible for a Recurrent Room Hire Fee Waiver, applicants must:

- Be a not-for-profit organisation serving Canberra and its surrounding region
- Be an established community, support, volunteer or welfare group delivering regular activities primarily involving local residents.
- Demonstrate a clear and ongoing community purpose aligned with CSCC's Community Giving objectives

Where an organisation receives funding or support from government or other bodies, the nature and level of that assistance may be considered when assessing eligibility.

Applications from individuals will not be considered.

General Guidelines

- Applications for recurrent room hire fee waivers are assessed annually.
- All organisations, including current recipients, must submit a new application each financial year to be considered.
- Recipients must complete and submit an acquittal form when requested by CSCC, confirming how the funding was used. If Acquittals are not received, CSCC reserves the right to request repayment of waived room hire fees.
- Approval of a room hire fee waiver applies to regular, scheduled use only and does not automatically extend to special events or additional bookings unless otherwise specified.
- Waivers apply to room hire fees only and do not include catering, externally provided AV, equipment, security or other venue-related costs unless expressly approved.
- Waivers apply to the Woden, Tuggeranong and Jamison venues only.
- CSCC reserves the right to allocate or reallocate rooms at its discretion, including where operational requirements, capacity or venue needs change. Where possible, reasonable notice and/or consultation will be provided.
- All bookings are subject to venue availability and must comply with CSCC's standard booking terms and conditions.
- CSCC will endeavour to have rooms set up for each group as required, noting there may be times when this cannot be accommodated.
- No outside food or beverages are permitted to be brought into CSCC venues, unless prior written approval has been provided by the Community Engagement Officer.

- Organisations must ensure their activities are conducted in a manner that is respectful of Club members, guests and staff.
- Successful applicants may be asked to share information or stories about how the room hire support has assisted their organisation and the broader community.
- CSCC reserves the right to suspend or withdraw a room hire fee waiver if:
 - The organisation no longer meets eligibility criteria
 - Approved rooms are not being used as agreed
 - The conduct of the organisation, its staff or members brings the Club into disrepute, including behaviour at CSCC venues or on social media
 - Room Hire Fee Waiver Guidelines are not adhered to