

MANNINGHAM U3A INCORPORATED

ACCOMMODATION POLICY

1. Manningham U3A Incorporated's activities cover many and varied tutorial and activity classes most of which are held in The Pines Learning and Activity Centre with other venues rented in the City of Manningham.
2. Manningham U3A Incorporated negotiates rents and other arrangements for all premises in an attempt to meet the criteria required by tutors to establish their classes.

Purpose

3. The purpose of this policy is to document the framework for Manningham U3A Incorporated to maintain classes in suitable venues. Also highlighted are the elements that will be followed on a tutor's request for a new class with relevant and applicable facilities.

Policy

4. The rental of all spaces for the conduct of Manningham U3A Incorporated classes is covered under this policy.
5. Definitions
 - 5.1 Classroom – The space occupied for a class requiring a room that usually contains chairs and possibly tables
 - 5.2 Facility – The activity venue rented for a class that has special requirements. The venue has features that are applicable to the class and are required by the Tutor for conducting the class activities.
6. When required, approved classrooms are hired and paid for by Manningham U3A Incorporated in accordance with a formal written agreement by the involved parties.
7. Facilities for classes with specific needs, if not available within the Manningham U3A premises at The Pines, are hired and paid for by Manningham U3A Incorporated. Members may be required to contribute a fee additional to their membership fee under a formula to be determined annually by the Committee of Management. This facility fee is set in the previous year and appears in the U3A Courses Program and on the website.
8. Except in exceptional circumstances, The Pines Learning and Activity Centre classrooms leased from Manningham City Council are to be the only classrooms used for classes while there is sufficient capacity at the venue. The Committee of Management will decide if and when additional external classrooms are to be hired.

- 8.1 The Committee of Management may approve the Curriculum Co-ordinator to schedule classes in members' private residences due to specific factors relative to the class i.e. size, subject matter, physical disability, specific storage requirements etc. Such approvals will be given on a case-by-case basis with reimbursement of nominated expenses for use of the premises offered.
9. The class facility fee is determined by the Committee of Management with due regard to the total annual cost of the facility for the class, the number of members in the class and the contribution made to the annual cost from general funds. Data from the previous year will be used in the determination.
10. Class members will be required to pay their facility fee in advance to the Manningham U3A Incorporated's office.
11. The Pines Learning and Activity Centre is a designated Manningham Emergency Relief Centre and, as such, the Manningham Council can take control of the building for their use during a declared emergency.

This may also apply to other Council properties rented for Manningham U3A Incorporated's use.

Following a declaration by the Victorian Emergency Authorities of a "Code Red" condition in the Manningham area, all Manningham U3A Incorporated's classes will be cancelled in all locations until the emergency has ceased.

Procedures

12. Following an evaluation by the Curriculum Co-ordinator (or their delegate) of the requirements of the proposed new class at an external venue, the Vice President will consider all relevant aspects of a suitable venue.
13. Liaison with the Curriculum Co-ordinator (or their delegate) will set the parameters for the class including times/days/class requirements, etc.
14. The Vice President will evaluate all known available venue options which are within the rental parameters of Manningham U3A Incorporated's rental structure as applicable to The Pines Learning and Activity Centre.
15. Once all preliminary requirements of the new class are considered acceptable, the Vice President is to negotiate on behalf of Manningham U3A Incorporated a suitable agreement.
16. An Agreement signed by all parties is required before the class can commence.

Responsibilities

17. Periodically but at least once a year, the Vice President will evaluate arrangements with each external venue to ensure that use is in accordance with current rental agreements.
18. Where rental arrangements for a venue, including costs, are not consistent with other rental arrangements, a re-negotiation may be required.

19. All new rental agreements are to be agreed to by the Vice President, Curriculum Co-ordinator and the Tutor and are to be compatible with other such Manningham U3A Incorporated's agreements.
20. It is the responsibility of the Vice President to:
 - 20.1 book all rooms/facilities with the external venue owners, and
 - 20.2 verify that all payments for external venues usage are correct.
21. It is the responsibility of the Tutor to:
 - 21.1 report any visible damage at the class location upon entering the location for the class. The report is to be directed to the Vice President who will discuss the matter with the owner of the venue;
 - 21.2 evaluate the implications for class members of extreme temperature conditions in non-temperature controlled venues;
 - 21.3 check that emergency evacuation procedures are displayed at the external venue and to bring them to the attention of class members.
22. It is the responsibility of the Curriculum Co-ordinator to receive all inquiries, complaints or breaches of policy and immediately advise the Vice President.

Authorisation

23. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

Related Manningham U3A Incorporated Policies:

- * Risk Management Policy
- * Health & Safety Policy