

# THE HIRE OF ADVENTIST CHURCH-OWNED BUILDINGS AND FACILITIES

## Community minded.

### Public Liability.

When Seventh-day Adventist Church-owned buildings and facilities are hired or loaned to other organisations (hirer) the hirer must have adequate public liability insurance (minimum \$5m). Hirers should be asked to provide an endorsement to their insurance policy naming the appropriate Church legal entity as a co-insured for the purposes of the hire/loan. This will protect the Church from vicarious liability for incidents arising out of the negligent acts of the hirer.

This procedure is normal business practice and should not be regarded as unreasonable. For clarity, it is not necessary to ask for proof of public liability insurance when hiring buildings to family groups or other official Seventh-day Adventist Church organisations. All other groups should be expected to have their own public liability cover.

### When hiring out Church premises:

- Agreements / contracts should include an exchange of relevant information
- Provide security details and responsibilities
- Outline emergency procedures
- Location of first aid supplies
- The accepted use of building/s and facilities
- Ban the use of naked flames (eg. candles) for fire safety
- Exchange contact details for both parties
- Reference to any church policy that might be relevant to the hire, and may include:
  - smoking not permitted on site
  - alcohol and drug free site
- Share any relevant council requirements for the church property, (some churches have requirements to limit noise after certain time at night)
- If the church is providing the catering, ensure compliance with State and Federal Food Safety standards and codes.

There may be other issues which could be relevant to particular groups. It is prudent that the Church share those issues so both parties are clear on expectations and responsibilities.

## Key points to note:

The hire of Church-owned buildings and facilities is an opportunity to be a positive and safe place in the community. It can be just as rewarding for church members as it is for the external groups who hire the premises. Talk to RMS if you need assistance in ensuring a safe facility for all.

### SAFEGUARD YOUR CHURCH

Hiring buildings and facilities out to other organisations should include the need for the hirer to have their own legal liability insurance. Consideration could also be given to requiring a bond to cover any damage.



### PROTECT ALL CHILDREN

Child safety must be everyone's concern. The issue of the Church's child safety policy relates to children your church is responsible for. The hirer is responsible for their children, unless church members are involved in the hired activities, such as catering for a wedding.



### FUTURE-PROOF MISSION

Ensure that buildings, amenities and facilities are safe for all who come onto your site including those who hire the premises. Keep the site clean and well-maintained as a cue to hirers that they should also take good care of the facilities while in their use.



## READY TO HELP

Risk Management Service is a dedicated service department of the Seventh-day Adventist Church in the South Pacific.

[rms.org.au](http://rms.org.au)

