

## **BININJ KUNWOK CENTRE BOOKING SPACE POLICY**

|                    |          |                       |                 |
|--------------------|----------|-----------------------|-----------------|
| Policy Number      | 2020/01  | Version               | 01              |
| Drafted by         | J Wright | Approved by Board on  |                 |
| Responsible person | CEO      | Scheduled review date | 30 October 2023 |

### **1. Background**

Jabiru Kabolkmakmen Ltd (JKL) holds a sub-lease over 10 Gregory Place, Jabiru NT 0886, otherwise known as Lot 00942, from Town of Jabiru plan LTO 84/042, Town of Jabiru (Bininj Kunwok Centre). This premise has been sub-let from Gundjehmi Aboriginal Corporation for the remainder of its current lease-hold interest.

### **2. Intended Use of Space**

Space within the Bininj Kunwok Centre has been classified by JKL as follows:

- Non-Exclusive Use Space
- Bookable Space
- Identified exclusive use areas for possible tenancies

These spaces are marked on the **annexed(\*)** plan entitled “Bininj Kunwok Centre Designated Spaces”.

### **3. Hire Space**

#### **3.1. Who can Book**

Any areas marked on the **annexed(\*)** plan as ‘Bookable Space’ can be hired provided that the hire is for one of the following purposes:

- a Community Centre;
- information centre for the future of Jabiru;
- provision of office and storage space for other community organisations including Arnhem Land Progress Association;
- Indigenous corporations;
- Indigenous Cultural Intellectual Property office;
- Bininj Kunwok Regional Language Centre;
- Marrawuddi Gallery; or
- other local small businesses

## **3.2. TENTANTS**

### **3.2.1. How to Book**

The Booking system will be updated from time to time. Applicants should contact JKL to understand the current booking system.

### **3.2.2. Hire Fees**

Any tenant with a current tenancy agreement for the Bininj Kunwok Centre is entitled to hire an available Bookable Space free of charge, provided they are not in-breach of the tenancy agreement.

## **3.3. NON-TENANTS**

### **3.3.1. How to Book**

Non-Tenants to the Bininj Kunwok Centre can hire a Bookable Space provided that the individual/ entity:

- a. meets the criteria provided at 3.1 above;
- b. has completed and signed a Bininj Kunwok Hire Agreement Form for the requested hire period. This includes agreeing to the General Terms and Conditions set out in this Form; and
- c. agrees to pay the Hire Fee when or if it becomes due.

### **3.3.2. Fee Waivers and Fee Reductions**

Non-Tenants may apply to JKL in writing to have the Hire Fee waived or reduced. Applications for fee waivers and reductions will be considered on a case-by-case basis provided that the applicant meets the following criteria:

- a. is a not-for-profit charity;
- b. the purpose of the hire event directly benefits the local bininj community or the implementation of the Jabiru Masterplan; and
- c. has demonstrated financial hardship.

## **3.4. Priorities and Conflicts**

Booking Space will be available on a first-in basis.

In the event of a double-booking between a non-Tenant and a Tenant, priority will be given to a Tenant.

In the event of a double-booking between a Tenant and a Tenant, conflicts will be resolved in accordance with JKL's Grievance & Dispute Resolution Policy.