



Use Of Facilities Procedure

Procedure Number

CHC-PG-0026

Version Nos:

5

1. Purpose

This Procedure outlines the process by which approval can be granted for the use of West Coast District Health Board (WCDHB) facilities by outside individuals/organisations.

2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

all **WCDHB Facilities Managers** are required to:

- consider and approve/decline requests by outside organisations/individuals for the use of WCDHB Facilities.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 The WCDHB reserves the right to be the sole judge of whom may/may use any of their facilities. Any decision by the WCDHB is final.
- 1.01 All requests for the use of WCDHB Facilities by outside organisations/individuals must be made to the relevant WCDHB Facilities Manager.
- 1.02 All requests are to be made a minimum of three (3) working days before the intended date of the function.
- 1.03 Approval is to be granted by the WCDHB Facilities Manager, as well as stating any conditions or financial charges associated with the use. (This approval may be in writing)
- 1.04 After the facility has been used, the relevant WCDHB Facilities Manager is to inspect the facility. Any damage or missing equipment is to be notified to the relevant General Manager who is responsible for ensuring that the organisation/individual who used the facility makes restitution for the damage/missing equipment.
- 1.05 Where the use of the facility is to be for a medium to long period, then a WCDHB Use of Facilities Agreement Form is to be completed by outside organisation/individual and the relevant WCDHB Facilities Manager.



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7. Precautions And Considerations

- The WDHB reserves the right to be to sole judge of whom may/may use any of their facilities. Any decision by the WCDHB is final.
- All requests for use of a WCDHB/CHC Facility require the approval of the relevant WCDHB Facility Manager
- All requests are to be made a minimum of three (3) working days before the intended date of the function.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Use of Facilities Agreement Form

Revision History	Version:	5
	Developed By:	Quality Improvement Co-Ordinator
	Authorised By:	Chief Executive Officer
	Date Authorised:	January 1996
	Date Last Reviewed:	January 2011
	Date Of Next Review:	January 2013