

Attachment D

page 14 of the Auckland Council Community Occupancy Guidelines 2012

Council-owned buildings

Exclusive use

Community groups with exclusive occupancy of council-owned buildings are required to pay an annual subsidised maintenance fee, as outlined in the table below:

Leased building / space size	Proposed maintenance fee (per annum)
Less than 100m ²	\$250
Over 100m ² and less than 500m ²	\$500
Larger than 500m ²	\$1,000

Maintenance fees are comprised of the following components:

- building insurance
- compliance costs associated with:
 - Building Warrant of Fitness
 - Health and Safety in Employment Act
 - Fire and egress codes (including signage)
- maintenance provided by council as outlined in the terms of the occupancy agreement.

The tenant shall reimburse council for the cost to repair damage caused through misuse or neglect, including (but not limited to):

- plumbing stoppages
- interior graffiti
- broken glass.

Non-exclusive use

Community groups occupying rooms within larger council buildings are required to pay an operational charge for the space occupied. The amount charged to groups is based purely upon recovery of the direct costs to council of providing the premises.

Operational charges are made up of the following components:

- building insurance
- share of overheads incurred (e.g. electricity and water charges)
- maintenance provided by council as outlined in the terms of the occupancy agreement.

The tenant shall reimburse council for the cost to repair damage caused through misuse or neglect, including (but not limited to):

- plumbing stoppages
- interior graffiti
- broken glass.