



Burrinja Policy Document

Tenancy Criteria Policy

Purpose:

To provide guidelines to the Committee of Management and Executive Officer on assessing and approving applications for tenancy / permanent lease of space within the Centre, including YREC (Arts Incubator) tenancy applications.

Objectives:

- To ensure that activities within the Centre meet with the objectives of the Centre's Vision and values
- To ensure that activities within the Centre are of an arts / cultural nature
- To ensure that activities complement existing arts businesses within the Centre

Approvals:

- Application forms will be made available to prospective tenants along with the Centre's standard terms and conditions.
- All applications for tenancy within the Centre must meet the criteria set by the Committee of Management
- Activities must be consistent with Centre values as outlined in the Business Planⁱ and as expressed in the Centre's vision statement: *Building Community through Arts*.
- Decisions on suitability of activities will be at the discretion of the Executive Officer and/or Committee of Management
- The approval process will be completed within 5 working days of receipt of application and the applicant either advised of the result of their application, or in the event of any delays in the approval process.

Criteria for Approval:

Applicants must comply with all rules and regulations of the Centre, local and other relevant authorities and use of building as stated in the Centre's conditions of use and license agreement.

Applicants are requested to indicate which of the following best describes their proposed business or activity. If the proposed business or activity does not fit within any of the specified areas the application may be declined.

- Visual / Fine Arts
- Craft
- Arts related businesses
- Literature / Literary and/or Publishing related
- Music / Music related
- Performing Arts
- Performing Arts Production related businesses
- Indigenous/Ethnic Arts and Culture
- Local Historical
- Arts management
- Research and Education with an Environmental focus, preferably local in nature

Approval and Appeal Process:

The Committee may request further information or clarification from Applicants during the appraisal process. Applicants who wish to contest any decision regarding their application may do so by writing to the Committee of Management c/- of the Executive Officer, DRCCC.

ⁱ Dandenong Ranges Community Cultural Centre Inc Business Plan 1998, Page 3

