

GOVERNANCE POLICY			
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AUTHOR	Trust Board	ISSUE DATE:	16/06/2009
		REFERENCE	V1.6

1. **Preamble**

1.1 This Policy is to be read in conjunction with the following Governance Policy:

- Policy V1.5 Events.

2. **Purpose**

2.1 This policy provides direction on the pro bono use of Museum commercial spaces by charitable organisations.

3. **Scope**

3.1 This policy applies to all pro bono charitable events at the Museum undertaken by charitable organisations.

4. **Definitions**

4.1 **Charitable Organisation** means organisations which are listed on the register of charitable entities.

4.2 **Pro Bono** means providing space free of charge. It does not include other event costs including actual out of pocket expenses such as; lighting, music, security, cleaning, etc.

5. **Responsibilities**

5.1 The Museum Trust Board is responsible for overseeing this policy.

5.2 The Director CEO is responsible for approval of up to three pro bono charitable events at the Museum per year.

6. **Policy**

6.1 The Museum will provide pro bono use of its commercial spaces to charitable organisations.

6.2 The Museum will advertise in the local newspaper and on the Museum website for applicants from charitable organisations in May of every year for the upcoming year.

6.3 The Director CEO must approve all pro bono charitable events.

6.4 The Director CEO shall select up to three pro bono charitable events per year.

6.5 The Director CEO shall only consider events which align with the objectives of the Auckland War Memorial Museum Act and are in keeping with the quality and purposes of the Museum, including the Museum's commemorative role and all standards as per Events Policy must be followed.

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- 6.6 The Event shall not be in competition with any Museum fundraising initiative.
- 6.7 The Museum must be acknowledged by the charitable organisation as a supporter of the event.
- 6.8 All other event costs, including out of pocket expenses for the Museum (e.g. cleaning and security) and items such as lighting, music etc are the recipient's responsibility.
- 6.9 Successful charitable organisations cannot reapply for a pro bono event at the Museum for a period of no less than two years.