



22. Policy for Hiring of Centre

Statement of general policy

As a community focused organisation, we wish to make maximum use of the building and encourage the use of it by other agencies who share our aspirations of supporting children and their families within the local area.

By allowing others to hire the Centre while we are not using it, we aim to provide an income stream for the charity's activities.

We reserve the right to refuse bookings at our discretion

Roles and responsibilities

Trustees

- To set the terms and conditions for the use of the hall
- To set the hire charges in line with the income required to keep the venue financially sound and in good repair
- To review the hire charges annually

Office Administrator

- To respond to enquiries and take bookings
- To collect deposits and payments
- To collate bookings, maintain up-to-date forms and information relating to bookings
- To provide data related to bookings when required by Centre Manager or trustees and, at least, annually
- To liaise with hirers to explain the charges, show them the facilities and ensure that they are familiar with health, safety and fire procedures
- To provide hirers with unlocking /locking procedures

Terms and Conditions / Hiring Charges

- To be reviewed annually before the Annual General Meeting
- To prioritise bookings from not-for profit organisations who deliver activities to children and families
- To comply with conditions applying to the building incorporated in Planning Permission and funding agreements
- To ensure that insurance, safeguarding measures and risk assessments are provided where necessary