



## **Hiring of Premises Policy**

### **Purpose**

The purpose of this policy is to provide guidelines to all individuals and groups who hire the facilities and to make them aware of its charitable status and the need for trustees to act in the best interests of the charity and its beneficiaries.

### **Scope**

The individuals falling within the scope of this policy include the trustees (Board) who are promoting and managing the centre on behalf of the community, especially the Bookings team, and all other users of the centre.

### **Guidelines**

GCG centre is available to all members of the community and to organisations outside of that community providing that the trustees are of the opinion that such an activity does not conflict with the charity's governing document.

### **The Centre is maintained both for:**

- the staging of activities and events by the community centre Board for the general good of the community of Gamesley and neighbouring districts
- the hiring of the centre by local user groups and the general public.
  - Use of the centre for a function where the primary objective is deemed to support the best interests of the community centre charity and beneficiaries will take precedence over other uses. This could mean that preference is given to Gamesley residents' applications over non-residents and to regular users over one-off applications but that may not always be the case and will be down to the Bookings team to decide. Every attempt will be made to accommodate other prospective users.
  - As a general principal, when two or more prospective hirers apply for the same date and their requirements do not allow for compromise, the earliest application will take preference.
  - Hirers will agree to recompense the centre for damage and breakages occurring as a result of their activities.



Hirers wishing to serve alcoholic drinks must ensure that they comply with licensing laws.

- Any individual or group wishing to hire the centre where children will be present (other than private parties arranged for invited friends and family) must acknowledge the need for adequate safeguarding measures by accepting the centre's safeguarding policy or providing a copy of their own policy and providing evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
- Hirers should familiarise themselves with all our policies and their aims.
- Hirers are obliged not to discriminate against any individual or group of individuals in voice, poster or advertising which refers to their use of the centre nor to use the centre to promote any such discrimination. All hires are subject to agreement to our terms and conditions of use and compliance with those terms and conditions (including recognition of this and all other policies of GCG).
- Hirers will be provided with a hire agreement stating the above requirements and will be expected to sign their assent prior to the hire commencing.

### **Charging Structure**

- The use charges for the centre will be reviewed and agreed by the trustees annually, taking into account the costs incurred in maintaining the centre and local benchmarks.
- Charges for hiring out furniture and other equipment will be set similarly.
- At the discretion of the trustees, activities deemed to be of outstanding service to the community may be offered discounted charges for both centre and equipment.