

Longhoughton Community and Sports Centre Trust

Policy on Hiring the Centre and its Facilities

1. Introduction and Scope

This policy sets out key points relating to the hiring of the Community Centre and its facilities.

2. Related Documents

Four key documents are referred to in this policy:

- i. Terms and Conditions of Hire
- ii. Guidance notes for Hirers
- iii. Summary of Hire Fees
- iv. Regular Users Charter

3. Booking arrangements

Most hirers will visit the Trust's website www.longhoughtoncommunitycentre.org and create their own booking request having reviewed the availability of facilities via the booking calendar, the hire fees and the Terms and Conditions of Hire.

In certain circumstances, the booking team may receive emailed requests for assistance with bookings and will create the booking request for the hirer based on the information provided.

Once a booking request is received the Trust's Bookings team will review the request, asking questions as appropriate to confirm that the hire will meet both the hirer's needs and the Trust's requirements. Such questions may, for example, include whether an alcohol licence may be required, whether the hirer may need to provide evidence of Public Liability Insurance, whether any special safeguarding arrangements are required. Booking requests may be left on the system as PENDING until such enquiries are concluded (noting that a PENDING request still allocates the facility or facilities to the hirer in the intervening time).

If a satisfactory conclusion cannot be made to enquiries, the booking team can change the status of the booking to DECLINED and an explanatory email is sent to the hirer. These situations are few and far between.

Bookings are more normally APPROVED on the system and a confirmation email sent to the hirer.

4. Terms and Conditions of Hire

The Trusts' Terms and Conditions of Hire will document the basis of any agreement to hire the Community Centre and any of its facilities.

The Terms and Conditions of Hire may be updated from time to time.

As a minimum, the Terms and Conditions of Hire will specify:

- The minimum age of hirers
- The scope and requirements of the Centre's Premises Licence
- Licence requirements for the sale of alcohol
- Requirements should hirers wish to store items at the Centre
- Requirements for booking deposits, security deposits, and payment of hire fees
- Requirements for Hirers' Public Liability Insurance

The Terms and Conditions of Hire document is attached to booking confirmation emails. It is also available on the Trust's website and the Hirers' notice board at the Centre.

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5. Guidance notes for Hirers

The Trusts' Guidance notes for Hirers will contain helpful information to assist hirers to have full and safe use of the Centre's facilities. It may be updated from time to time.

As a minimum, the Guidance notes for Hirers will specify:

- Fire Safety arrangements
- Arrangements for access to the Centre
- First Aid box availability and accident reporting arrangements
- Arrangements for cleaning, rubbish and recycling
- End of Hire arrangements

The Guidance notes for Hirers document is attached to booking confirmation emails. It is also available on the Trust's website and the Hirers' notice board at the Centre.

6. Summary of Hire Fees

The Trusts' Summary of Hire Fees tabulates the cost of hiring the Centre's facilities.

The hire costs will usually (but not always) be expressed as £/hour.

The hire costs may vary depending on the time of year, or whether the hirer is considered a Standard User or a Regular User.

Notwithstanding the Summary of Hire Fees document, the Trust may offer, at its discretion, special rates for packages or specific partner groups.

The Hire Fees are available on the Trust's website.

7. Regular Users Charter

The Regular Users Charter documents the privileges and obligations of hirers afforded Regular User status.

It is available on the Trust's website.

8. Policy Review

This policy shall be regularly reviewed at a frequency to be determined by the Trust.