

# Hiring of Premises Policy

## **Purpose**

The purpose of this policy is to provide guidelines to ensure that all individuals and groups associated with the management and use of the hall are aware of Flitwick Together's objective to support a provision through the hiring of the hall and field, to promote the best interests of the local community, in particular through health, education and wellbeing. The site aims to deliver this through football related activities.

## **Scope**

Our aim is to make Flitwick Community Football Centre the football and wellbeing hub of our community. The individuals falling within the scope of this policy include, the trustees, directors, staff and volunteers who are promoting and managing the hall on behalf of the community and charity and all users of the hall.

## **Guidelines**

Flitwick Community Football Centre is available to local community groups and organisations that the trustees deliver benefit in line with the charity's Governing Document.

The Hall is maintained both for:

1. The staging of activities for the benefit of Flitwick residents and neighbouring districts.
2. The hiring of the hall by local user groups and the general public.

Use of the hall for events where the primary objective is deemed to support the best interests of the local community will take precedence over other uses. 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 drink must ensure that they are complying with Licensing Laws.
- Any individual or group wishing to hire the hall where children will be present must acknowledge that they are aware of and agree to Flitwick Community Football Centre child protection policy.
- Hirers will be given a written agreement with the above requirements and will be expected to sign their assent.

## **Charging Structure**

The charge rates for hire of facilities will be reviewed and set by the directors and trustees annually, bearing in mind the costs incurred in maintaining the centre and in line with the charges common among similar facilities.

At the discretion of the trustees or directors, activities deemed to be of outstanding service to the community may be offered discounted charges.