



Great Barr Community Hub Letting Policy

Approved by

Date:

Review:

Rationale

The Great Barr Community Hub was funded by the National Lottery Big Lottery Fund, and is owned by the 20th Walsall (St Margaret's Great Barr) Scout Group through the Scout Association Trust Corporation. Along with being designed as the 20th Walsall Scout Group Headquarters, it is also an integral part of the local community. The Great Barr Community Hub and its facilities are available to members of the wider community through application to the Great Barr Community Hub Management Committee that is governed by the 20th Walsall Scout Executive Committee.

Purpose

1. To integrate Great Barr Community Hub into the local Community.
2. To support the development of social inclusion to all members of the community by providing a community building for hire which is welcoming and accessible to all members of the community.
3. To confirm a scale of charges that ensures the long term sustainability of The Great Barr Community Hub.
4. To establish a varied group of users and ensure consistency in usage

Guidelines

1. Any person or organisation wishing to use the Great Barr Community Hub must complete a booking form. This agreement will be reviewed periodically or as agreed by the Great Barr Community Hub Management Committee.
2. Any person wishing to use the Great Barr Community Hub for a children's party should be aware the maximum age limit is 12 years old.
3. Any person or organisation must agree to abide by the Terms & Conditions of Hire.
4. The Great Barr Community Hub Management Committee is responsible for the letting of the premises. The Chair and nominated committee members will take that responsibility.
5. There are two bands of users: community non-profit making users and private users.

Community / non-profit making users

1. This group applies to any section of the voluntary uniform organisations or community groups that seek to offer a service or activity for no financial gain.
2. The usage charges are set to solely cover running costs so not to deter usage.
Examples of such groups are; Toddler group, Brownies or Rainbows

Private users

1. Those who are not community groups will be deemed private users.
2. Private users are allowed to hire The Great Barr Community Hub and its facilities at the discretion of the Chair person and nominated committee members.
Examples of such groups are: Fitness class, Tuition group or training classes.

Letting Charges

1. The Letting Charges can be reviewed at any time. The Great Barr Community Hub Management Committee endeavours to support all enquiries from members of the community who wish to use The Great Barr Community Hub.
2. Lettings will be subject to the completion of a Booking Form and conditional to the observance of the Terms & Conditions of Hire agreement.

Agreed by: Great Barr Community Hub Management Committee



Alcohol

The sale of alcohol is strictly forbidden in the terms of the lease of the land on which the Great Barr Community Hub is situated. The landlord is Lichfield Diocese.

However the Management Committee are prepared to accept the consumption of alcohol on the premises under the following conditions:

1. The named hirer of the Hub is totally responsible for the actions of those invited to their function or a meeting.
2. The function is a private function and members of the general public are not allowed entry to the function.
3. There is no attempt to sell alcohol in any way in or near to the Hub. Near meaning within the perimeter of the Hub grounds or in Vicarage Rise or the streets/gardens/public footpaths surrounding the perimeter.
4. The hirer will remove from the Hub all beer cans, bottles and any other containers used for alcohol at the end of their function.

Smoking in the Hub

1. By law smoking is not allowed in any part of Great Barr Community Hub and action will be taken against people breaking this condition.
2. This includes; E-cigarettes and Vaping.

Hiring the Hub for a function

1. In respect of hiring the Great Barr Community Hub for a function, a refundable deposit must be paid when the booking is made and confirmed.
This will be returned within 14 days after the hire date on the basis that there has been no damage and/or the need for extra cleaning as a result of the hire.
If the terms & conditions of hire are not met, the management committee or its representative reserves the right to withhold all of the deposit and future bookings will be declined.

The Great Barr Community Hub Management Committee is the final arbiter of any of the above conditions and in any dispute their decision is final.