

# **EAST LEAKE PARISH COUNCIL**

## **POLICY FOR USE OF PARISH OFFICE ROOMS**

1. The Parish Office exists primarily to enable the Parish Council to carry out its role effectively, and Parish Council requirements for use of the rooms will normally take precedence over other requests.
2. However the Parish Council recognises the benefit of allowing community related groups to use the rooms free of charge where there is spare capacity, and will advertise this to groups periodically e.g. via the Parish Council Newsletter.
3. Voluntary or charitable organisations working on behalf of the East Leake community and requesting occasional use of the rooms will be accommodated wherever possible.
4. Requests for community related services provided by partner organisations and aimed primarily at East Leake residents, to operate on a part time basis out of the Parish Offices, will be granted wherever possible.
5. Requests from commercial organisations will not normally be granted but information will be given to assist the organisation in finding an alternative village venue.
6. Outside the staffed opening hours of the Parish Office (9.00 to 13.00 as of October 2019), a member of the Parish Council Staff or a Parish Councillor must be present if the building is being used. Exceptionally a known and trusted member of an organisation will be required to take on the role of key holder and responsible person.
7. Any booking request must be made with as much notice as possible via the Parish Clerk or Deputy Clerk, who are empowered to permit or deny any booking in accordance with the guidelines above. In cases of doubt or dispute, the matter may be referred to the next meeting of the Management Committee of the Parish Council for a decision.
8. Any requirement for groups to store items between meetings must be discussed in advance with the Clerk.
9. The group leader is expected to report to the Clerk on arrival and exchange normal courtesies ahead of using the facilities as agreed. Group members using the building are also expected to be courteous and respectful of Parish Council staff and visitors.
10. In the event that a group needs to rearrange the furniture in a room, the group is responsible for ensuring the furniture is returned to its original set up.

11. Those responsible for the booking of rooms will be asked to ensure that users comply with all relevant safety and procedural requirements, including the Fire limits, Evacuation procedure, No Smoking and IT Policies.
12. Kitchen facilities may be used where this does not interfere with normal use by employees of the Parish Council. Groups must bring all their own consumables, wash up, and keep the kitchen clean and tidy. Any breakages must be paid for.
13. Groups using the Parish Office Car Park should park in the unreserved spaces provided, between the white lines, without obstruction to the Parish Council entrance and the areas marked in yellow.
14. The Parish Council does not currently charge for use of rooms that falls within these guidelines.
15. Any additional services, such as photocopying or phone calls, will be subject to a charge.

**Reviewed and adopted 22 October 2019**