

CODDINGTON COMMUNITY ASSOCIATION

Coddington Community Centre Free Usage Policy

Revised on 4th May 2022

From time to time, the Bookings Clerk is asked to provide the community centre Free of Charge. Free usage tends to be requested for community meetings regarding neighbourhood issues and local fundraisers.

This document sets out how a request for free use of the hall will be considered.

1. Ad hoc requests for use of the centre

- a. The decision will be at the discretion of the Trustees of Coddington Community Association.
- b. On receipt of a request the clerk will email **all** trustees, detailing the nature of the request and why the hall is being requested free of charge.
- c. If 50% or more trustees agree (by email) that the reason is valid and the request justified, the centre will be given free of charge.
- d. Any trustees linked to the person/group requesting free usage, should declare this and shall not feedback on the request involved.

2. Register

A register of free of charge hall usage requests will be kept by the Bookings Clerk including a note of why the Trustees agreed/disagreed to free of charge centre usage.

The register will be reviewed on an annual basis by the Trustees in at their January meeting.

3. Terms and Conditions

All free use is subject to the normal terms and conditions for the centre.

Coddington Community Association will only consider a fundraising free of charge use request (detailing how the building will be used) if accompanied by the following financial and organisational information with the request:

- a. Constitution and charity purpose.
- b. Details of the organisation's officers/trustees/committee members
- c. Most recent accounts or bank statements for the last 6 months.