NORMANTON TOWN COUNCIL
COMMUNITY CENTRE HIRING POLICY & FEES

Introduction
Normanton Town Council provides access to the Community Centre as a facility for the benefit of local residents and the wider community.

The Community Centre is funded through the Council's precept. Free use is therefore provided as a benefit to Normanton residents, organisations and local activities, and is not intended to subsidise individuals or businesses from outside the area.

This policy sets out eligibility for free use and any applicable charges.

Availability and Access
The Community Centre is available for hire:

- Between 9:00am and 9:00pm
- Subject to availability

Hirers are required to:

- Collect a key from the Town Hall (£25.00 refundable cash deposit payable)
- Access and secure the building themselves
- Return the key in accordance with Council procedures

Free Use Eligibility
Free use of the Community Centre is available to the following:

Normanton Residents (Private Use)
Residents of Normanton may use the facility free of charge for private, non-commercial purposes, including:

- Family events
- Meetings
- Social gatherings

Proof of residency may be required.

Normanton-Based Voluntary and Community Organisations
Voluntary, community and non-profit organisations based in Normanton may use the facility free of charge where their activities provide a clear benefit to local residents.

Normanton Residents – Business Use
Residents of Normanton may use the Community Centre free of charge for business or income-generating activities provided that:

- The hirer is a resident of Normanton; and
- The activity is delivered for the benefit of the community including exercise classes or craft activities for example.

A donation for use would be expected in this instance.

Chargeable Use
Residents, organisations and businesses based outside of Normanton will be charged for all bookings at the rates set out below.

Non-Eligible Use
Charges will also apply where:

- The hirer cannot demonstrate residency.
- The booking does not fall within the eligibility criteria.

Restrictions
The Community Centre must not be used as:

- A registered business address
- A mailing address or base of operations
- A permanent or exclusive place of business

The Council reserves the right to refuse or cancel bookings where use is considered inappropriate or contrary to the purpose of the facility.

Hire Charges
£10.00 per hour (Monday to Sunday)
Charges apply per hour or part thereof.

Booking Conditions
Hirers must:

- Allow sufficient time for:
    - Set up
    - Clear down
- Leave the premises:
    - Clean
    - Secure
- Ensure appropriate supervision and conduct at all times

Failure to comply may result in:

- Withdrawal of free use
- Refusal of future bookings

Verification and Discretion

The Council may request:

- Proof of address
- Details of the activity

The Town Council reserves the right to determine eligibility for free or chargeable use based on:

- The hirer's residency
- The nature of the activity
- Alignment with the purpose of the facility

Review

This policy will be reviewed periodically to ensure it remains fair, consistent and aligned with Council priorities.