

Fanny Shaw's Community Building



Key Hire Policy

Encourage use of Fanny Shaw's Community Building:

The building is for use by groups, such as:- parents, schools, nurseries, scouts & not-for-profit groups holding events on the park. The Town Council operate the building as a community asset for use by the community. The costs of running the building is subsidised by the Town Council, no income may be raised from letting the building

Encourage use of the buildings which enhance the community life of our town:

Priority will be given to local groups/individuals who are using the park, subject to booking terms of this policy.

How to hire

The building is hired by means of a key loan, users must book with Town Clerks office and complete a booking form upon booking/collecting of the key. The hirer accepts responsibility for the building whilst in possession of the key, the door must be kept locked when not occupied.

Minimum/Maximum terms of hire

Weekdays: The minimum key hire is 1 hour and maximum 24 hours.

Weekends: the key must be collected Thursday and returned Monday to the Town Clerks office.

Regular hires

To ensure the facility is available to the community (fair usage) the Town Council will not accept regular/repeat bookings for the building. Eg: A hirer cannot book the same day each week, or a group cannot be guaranteed to book for the same weekend each year.

Purpose

The building provides a changing room and toilet facility, so that users of the park can enjoy the park to its full potential. It cannot be used to hold meetings, parties or for commercial enterprise (this includes the sale of food & drink from the premises)

Damage

The building is inspected before each hire and the Town Council reserve the right to charge the hirer for any damage to the building incurred during the period of hire.

Cleaning/Rubbish

All hirers must leave the building as they found it, taking any personal belongings and rubbish with them.

“To continue to provide this facility, we need your help. Please leave it in the same clean & tidy state that you found it” Town Clerk