



**POLICY FOR FREE USE OF ROOMS BY LOCAL ORGANISATIONS
(revised November 2017)
(for Grants for free use, please follow the Grants policy)**

Only those organisations listed below are eligible for free use within the times below. The periods for free use for the Town Hall and Barn/Margaret Day Room are as follows:

<u>Town Hall</u>	Weekdays	9am – 4.30pm
	Monday	5pm – 10.30pm (to be cleared by 11pm)
<u>Barn</u>	Weekdays	9am – 4.30pm
	Monday/Tuesday	5pm – 10.30pm (to be cleared by 11pm)

No free use outside of the agreed times above will be granted. Use by all eligible organisations outside these times will be at the full local hire rate unless a specific grant application has been considered and agreed prior to the booking by way of the normal grant application process.

Criteria for free use organisations

For consideration by the Finance Strategy & Management Committee for inclusion on the list, organisations should write a letter to the Committee Administrator confirming that theirs is a community organisation or local branch of a national organisation that can demonstrate local activity. The organisation should demonstrate that it contributes either to Henley's social, economic or environmental life regardless of the purpose of the use. No free use will be granted until the Committee has agreed its eligibility.

Conditions

- No free use booking may be made more than 3 months in advance, except in exceptional cases and only at the discretion of the Town Clerk.
- All free use is subject to the normal booking constraints and booking times must be strictly adhered to, and should include any time for setting up and taking down. Excess usage time will result in a charge at the normal local users' rate.
- Free use organisations will not be given priority over paying hirers.
- Failure to give at least two weeks' notice about a cancellation of a free booking to the Information Centre staff will result in a charge being made at the local users' rates for the time booked. Payment should be made under the Council's normal credit terms and conditions.
- Free users are required to show the Council's 'Supported by' logo below on their publicity material and website. This can be downloaded from the grants page of our website under 'Council Services'. Failure to do this could jeopardise the organisation's future inclusion on the free use list.



Falaise Twinning Association
Leichlingen Twinning Association
Borama Friendship Association
(Twinning/Friendship Associations may also request free use for one major event per year)
Cancer Research
Henley Partnership
Allotment Association
Henley Municipal Charities
Henley Housing Trust
All local schools / Colleges / playgroups
Citizens Advice Bureau
Henley Educational Charity
Henley Society (plans)
Henley Archaeological & Historical Group
Headway
Staying Alive Foundation
Poppy Appeal
Round Table
Ryder Cheshire Foundation
Regatta Draw
Henley Lions
Henley Bridge Rotary Club
Townlands
Air Ambulance
Thames Valley Police / Community Safety Group
Henley Wildlife Group
Chiltern resource Centre for the disabled
Kingwood Trust
Henley Volunteer Bureau
Henley and District Handibus
Mayor Fundraisers – up to 3 events
Town & Visitors Regatta
Political parties
Be Well Clinics Monday lunchtimes at the Barn
Old Fire Station working group
Henley Arts and Crafts Guild
Oxfam
Jubilee Sailing Club
Oxford Historical Group
Regatta for the Disabled
Henley in Transition
Riverside Counselling
HBUG (Henley Branch Users Group)
Friends of Trinity School (FOTS)