



**POLICY FOR FREE USE OF ROOMS BY LOCAL ORGANISATIONS
(Revised March 2019)
(For Grants for free use, please follow the Grants policy)**

Only those organisations listed in this report 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 (Cleared away by 10.30pm)
<u>Barn</u>	Weekdays	9am – 4.30pm
	Monday/Tuesday	5pm – 10.00pm (Cleared away by 10pm)

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 in February 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.

Organisations on the list and those newly agreed will be written to yearly in March to establish the point of contact for that year and that they still require free use.

Conditions

- No free use booking may be made more than three months in advance, except in exceptional cases and only at the discretion of the Town Clerk.
- The attached booking form must be completed before a date is confirmed.
- 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.
- Failure to notify of cancellations on more than two occasions will result in automatic removal from the free user list. A subsequent request to return to the list will be considered as a new application by the Finance Strategy and Management Committee as indicated above under 'criteria'.
- 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.



- Annual free use contracts will be issued by the Town Council and are to be signed and returned as confirmation that free use is still requested, and that you have read and understand these conditions.

Free use list April 2019/March 2020:

1. All local schools / Colleges / Playgroups
2. Allotment Association
3. Be Well Clinics Monday lunchtimes at the Barn
4. Citizens Advice Bureau
5. HBUG (Henley Branch Users Group)
6. Headway
7. Henley and District Handibus
8. Henley Archaeological & Historical Group
9. Henley Arts and Crafts Guild
10. Henley Educational Trust
11. Henley Housing Trust
12. Henley in Transition
13. Henley Lions
14. Henley Municipal Charities
15. Henley Society (Plans and Exec)
16. Henley Volunteer Bureau
17. Jeux D'Espirit
18. Kenton Theatre
19. Civic Mayor Fundraisers – up to 3 events
20. Oxfam
21. Political party meetings
22. Poppy Appeal
23. Regatta Draw
24. Regatta for the Disabled
25. Riverside Counselling
26. SODC
27. Thames Valley Police
28. Town & Visitors Regatta
29. Townlands

Twinning/Friendship Associations may also request free use for one major event per year:

- Falaise Twinning Association
- Leichlingen Twinning Association
- Bled Twinning Association
- Borama Friendship Association