

# THORNBURY TOWN COUNCIL



## Town Hall Facility Usage Policy

Date Ratified:	29 September 2022
Meeting:	Finance & General Purpose Committee
Next review date:	September 2025

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## **1. Introduction**

Thornbury Town Council has two rooms available for use at the Town Hall, namely the Council Chamber and the Exhibition Room. There is also the Pavilion on the Mundy Playing Fields.

## **2. Unacceptable use**

Town Council premises/facilities are not to be used for any purposes which might bring the Town Council into disrepute. This includes for purposes that are unlawful, or that are in contravention of any of the Town Council's Policies, for example the Equality and Diversity Policy. The Town Clerk is delegated to refuse any bookings which they believe could cause reputational damage to the Town Council.

## **3. Charging**

The fees and charges for the use of Town Council assets is reviewed annually. Charges for commercial, profit-making organisations will be double the list fees. For avoidance of doubt, publicly funded organisations, charities, local amateur sports clubs and other not-for-profit organisations will be charged the list price.

## **4. Fee Waiver**

Registered charities based locally who provide a direct service to the local residents of Thornbury may have use Town Council facilities free of charge, subject to the following:

- Availability, as advised by Town Council staff
- The use of Town Council facilities should not be excessive. Around 6 occasions per annum is considered reasonable.
- The booking does not infringe the rights of licence or lease holders.

## **5. Town Councillor use of facilities**

Town Councils are able to use Town Council meeting rooms, subject to availability, free of charge where they relate to Town Council business. Any meetings which are not for the purposes of Town Council business will be charged at the usual rate.

## **6. Booking**

All bookings, whether chargeable or not, must be requested on the appropriate booking form, which features the booking terms and conditions. The booking form is available from the Town Hall.

## **7. Operation of this Policy**

The Town Clerk is delegated to make decisions on facility usage in line with this Policy.