

Conditions for Use of Parish Council Space¹

(Outside of Normal Activities)



Introduction

St Margaret's Parish Council own and are responsible for a number of properties and spaces (referred to as 'Spaces'²) within the village and where the Spaces are used by specific community groups, there are agreements in place to ensure the protection and well-being of those using the space, ongoing maintenance and upkeep of those Spaces.

The Parish Council recognise that these Spaces may also benefit other community and/or commercial organisations, and to ensure fairness, as it relates to benefits to the community, maintenance of the property and to protect both the 'User' [Users in this document refers to Users outside of normal activities] and the Parish Council, the following 'Conditions for Use' are to be applied.

Each request for use will be considered individually by the Parish Council.

Conditions for Use

1. All perspective Users to complete a 'Use of Parish Council Property' form and submit to the Parish Clerk.
2. Risk Assessment (for Commercial use) to be carried out by the User (if activity includes 2 or more people).
3. Users shall be responsible for the maintenance of good order and behaviour during their use of the area, including any setting up, removal of rubbish (not to be put in public bins on the Space) and clearing down.
4. St Margaret's Parish Council shall be indemnified against all liability for injury to persons or damage to property arising.
5. Commercial organisations must provide a copy of their public liability insurance certificate.
6. There will be a charge³ for the use of the spaces by commercial organisations (to ensure fair contribution towards regular maintenance of the 'space'). Pricing structure to be agreed by the Parish Council annually.
7. There will be no charge for the use of the spaces by charity/community groups (by which it is meant, those that are not already a regular user, noting those organisations have separate arrangements for contributing).
8. The 'usual' use of any Space will have primacy over any additional requests for use of the space.

I understand the conditions of this policy and confirm that I will use the facilities as stated.

Name: Organisation:

Signed: Date:

¹ PARISH COUNCIL OWNED LAND where this policy applies: Alexander Football Field, Alexander Pavilion, King George V Playing Field, King George V Pavilion, South Foreland Valley, Madge Field

² This policy does not include Tennis Courts which remains for the sole use of tennis

³ Current charges for Commercial Use as at October 2023 - £5 per hour

Application to Use Property owned by the Parish Council

Name of Organisation	
Contact Name	
Address	
Telephone	
Email	
Purpose	
Start Date	
End Date	
Public Liability Insurance*	Yes/No
Risk Assessment*	Yes/No

*If Yes, please attach copy

Approved by Parish Council: Date:

If not approved, reason to be provided:

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