

## Serving the Community

Charitable Incorporated Organisation 1162816  
Tel 07748 531275

Ripley Village Hall  
High Street,  
Ripley, Surrey  
GU23 6AF

## Usage Policy

### 1. General

Ripley Village Hall is a charitable facility available to the inhabitants of Ripley and the neighbourhood for activities supporting the aim of improving the conditions of life for the community.

The Village Hall is available for use by a variety of groups and organisations on an occasional or regular basis for different activities that are of benefit to the community. These might include pre-school groups, bridge clubs, art clubs or any other such activity that brings people together for recreational purposes. The Hall might also be used occasionally for private or commercial groups.

All hire is subject to the Standard Conditions of Hire and Hire Agreement procedures set by Ripley Village Hall Trustees.

The Village Hall is a community facility and as such, the Trustees are obliged to ensure that users of the Hall do not allow anything to take place that might damage the building or facilities, bring the Village Hall's reputation into disrepute or annoy or offend local people. Therefore, if the Committee of Trustees believes that a booking would not be in the interests of the Hall's objectives it will decline such a request for a booking.

No potential hirers will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background or sexual orientation. Local inhabitants wishing to use the hall for non-commercial purposes will have precedence over outside groups or commercial hirers.

No request for hire shall displace an existing booking, without the agreement of the party affected, except for requirements in the case of an emergency occurrence or due to an election requiring use of the Hall as a polling station.

### 2. Timetable of Events

The Trustees will review booking requests to ensure that the Hall is being used to its best advantage for its defined charitable purposes.

### **3. Private Parties/Commercial use**

Use of the hall for private parties or one-off commercial events are permitted if this enables funds to be raised for the upkeep of the hall. Private and commercial use will be carefully monitored and must not over-ride charitable community activities.

### **4. Non-primary purpose trading**

Regular trading activity such as running of a bar, is permitted and is allowed as long as there is no significant risk involved and all financial procedures relating to tax and VAT are adhered to and any necessary licences have been granted.

### **5. Permanent Annexing of areas**

Part of the hall may be annexed permanently as long as this does not disadvantage the community. A formal agreement would however need to be drawn up in such circumstances.

### **6. Hire Fees**

All hire fees will be available on request at the time of booking. All users will pay the same standard hourly rate.

However, in order to ensure the widest access by the community to the Hall the Trustees include a booking policy that provides affordable rates and subsidies for the under-privileged within the community.

Applications for bookings from groups representing disadvantaged or under privileged individuals will be offered a subsidised rate subject to receipt of evidence in support of the particular circumstances of the participants.

Signed on behalf of The Trustees



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Next Review Date Jan 2024