

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, CIO 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 and Victory House, together referred to as the facilities, are 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 facilities might also be used occasionally for commercial groups.

All hire is subject to the Standard Conditions of Hire and Hire Agreement procedures set by the Ripley Village Hall Trustees, which take precedence over this Usage Policy in the event of any conflict or ambiguity.

The Village Hall and Victory House are community facilities and as such, the Trustees are obliged to ensure that users 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.

RVH aims to manage room bookings fairly and transparently to support the long-term success of the Village Hall for the whole community. No request for hire shall displace an existing booking in respect of which the applicable deposit (and any other amounts due at the relevant time) have been paid unless one of the following circumstances apply: – (i) the party affected agrees to be displaced; (ii) in the case of an emergency occurrence; (iii) due to an election requiring use of the facilities as a polling station; or (iv) where the best interests of the charity and/or the wider community are better served by accepting the replacement booking. Any booking conflicts will be handled according to the terms of the Hire Agreement and Conditions of Hire.

2. Timetable of Events

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

3. Private Parties/Commercial use

Use of the facilities 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 facilities may be annexed permanently if this does not disadvantage the community.

6. Hire Fees

Hire fees will be available on request at the time of booking. Standard bookings for activities, other than for commercial use, are normally charged at the same standard hourly rate.

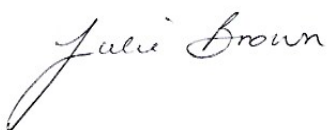
However, in order to ensure the widest access by the community to the facilities the Trustees provide a booking policy that allows affordable rates and subsidies for the under-privileged within the community.

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.

Local residents using the halls on a non-commercial basis, may be entitled to a 10% discount at the discretion of the Trustees.

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Signed on behalf of The Trustees



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Next Review Date July 2027