

## BROSELEY TOWN COUNCIL

# Ancillary Use and Hire of the Library Building Policy

### Rationale

1. Having taken responsibility for the library building on 1 April 2016 Broseley Town Council is keen to promote its wider community use and long-term sustainability by allowing the hire of all or parts of the building as permitted by its lease. In all matters relating to income streams for the library the Council will have regard to any possible negative impact on community and business interests in the town and will not allow subsidy from public money at their expense.

### Use when the public library is open

2. Hire of spaces at the rates set out in the Schedule will be permitted provided hire use does not interfere with or detract from public use of the library and information services or Town Council activities.

### Use when the public library is closed

3. Provided Town Council office/library staff judge that the person taking responsibility for a group using the building can be trusted with keys/security and care of library stock and equipment and the responsible person signs to show they have read and understand their responsibilities in relation to fire safety:
  - a. If the intended use is library service-related, e.g. storytelling, book club, writing group, playreading, the responsible person will be invited to make an appropriate contribution to the Broseley Library Enhancement Fund equivalent to the heating and lighting costs
  - b. For other group uses the responsible person should be invoiced for a hire fee calculated in accordance with the Schedule (currently £15 per hour, payable in advance).

### Refreshments

4. Hirers may use the kitchen facilities provided
  - a. they bring their own tea, coffee, milk, sugar etc.
  - b. they leave the building as they find it (i.e. cups cleaned and put away, surfaces wiped)

### Damage and/or excessive mess or untidiness

5. Hirers will indicate that they understand that they or their organisation may be charged by the Council for making good any damage or any additional cleaning work made necessary by the hire use.

### Review of this Policy

This policy will be reviewed as required but not less than once every three years.

Approved 14<sup>th</sup> June 2016