

FOR OFFICE USE ONLY

Space:

Day/Time:

Frequency:

Applicant:

CPCC resourcing required?

C&C Mtg Date :

Used Delegated Powers:

Date Report to C&C:

Approved by C&C date/minute:

Booked in:

Application for Free Use of Community Space

Please ensure the application is fully completed and all relevant paperwork is supplied.

Return completed applications to

E-mail: community@campbell-park.gov.uk

Or post to: Community Officer, Campbell Park Community Council, CPCC
Community Hub, Springfield Boulevard, Springfield, Milton Keynes, MK6 3JS

This application form relates to free use of:

Springfield Centre & Oldbrook Centre (“the Centres”)

CPCC Hub – Multi Use Room, Council Chamber and Wellbeing Room

Application Guidance

Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.

Who can apply:

- applicants must be a not-for-profit, voluntary organisation or community group

We cannot provide free use for:

- political (including groups affiliated to a political party) or campaigning activities
- promoting religious beliefs

CRITERIA:

1. All requests for free use by community groups/organisations to be made by submission of a complete application form.
2. Groups/organisations will be required to outline their aims and objectives and how the free use of a CPCC community space will help to achieve these. (see Question 8)
3. Free use is offered on the basis that the organisation uses the space to provide or enable the delivery of a community service/activity which helps to meet the needs of the local population. Applicants must provide details of the benefit/s they will offer to residents of the CPCC area, which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill (see Question 9 & 10)

Applications which will help to address the following objectives will be prioritised;

- **Isolation and Loneliness** – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.
- **Health and Wellbeing** – initiatives which address the physical and mental health of our community.
- **Education and Work** – provision for residents to access resources which allow them to pursue their education/career goals.
- **Advice and Advocacy** – deliver expert resident support and advice including information and drop-in sessions.

These objectives will be reviewed on an annual basis and will be determined by the outcomes of the annual resident consultation.

4. Applicants will be required to provide details of their current financial status. (see criteria 12 below)
5. Applicants must have a future sustainability plan of how the group, activity or service will become viable and continue to operate after the session/s of free use have ended. (see Question 13)
6. Applicants must specify the minimum period of use they require. (see Question 13)
7. All application for free use of “the centres” must be considered at least 1 month prior to the start/session date and will be subject to the Centre being available for use (priority will be given to existing and income generating users and existing bookings will not be cancelled to allow for any free use).

One-off Free Use of “The Centres” for Community Group/Organisation with an existing regular booking:

8. A free session can be granted for the purpose of fundraising to support the running of the community group.
9. A free session can be granted for the purpose of delivering a special event for the community e.g. Christmas event, where attendance is inclusive.

Applicants must:

10. be available to attend a CPCC meeting to explain the purpose of their use/project, if required to do so.
11. provide a copy of the groups Constitution (the aims and rules of your community group)
12. provide approved accounts with the application;
 - (i) those with an annual income over £5,000 – 3 years accounts
 - (ii) those with an annual income under £5,000 – 1 years accountsStart Up groups must provide a copy of;
 - (i) All bank statements
 - (ii) A Business Plan or similar.

13. ensure that if they have Councillors from CPCC on their management committee/board of control, they have at least the same number of non-Councillors as Councillors on their board.
14. ensure that if they work with young people and/or vulnerable members of our community they;
 - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
 - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
 - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
 - *Hold the Milton Keynes City Council Youth Provision Safe Practice Mark (this may not be applicable to all Youth Groups e.g. sports groups)

If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.

ACCEPTANCE OF FUNDING

Free use is granted subject to:

- i. your agreement to the Free Use Conditions below
- ii. your agreement to comply with the Conditions of Use.
- iii. Signing pages 3 & 5 of this document & returning to CPCC to accept these terms
(please retain a copy for your own records)

FREE USE CONDITIONS

Free Use will be awarded in line with objectives set out within the Campbell Park Community Council Policy for granting Free Use of CPCC Community Spaces.

Free Use will be awarded on the basis of the information provided within your application. If any of this information changes, you must inform CPCC immediately. CPCC reserves the right to withdraw free use at any time.

All organisations applying for free use of community spaces within the CPCC Hub must purchase any refreshments required as part of your use/activity from the Community Hub Café.

The Community Council will publicise the free use awarded to your project or organisation in the Homeground magazine or elsewhere.

Where appropriate, and with your prior agreement, CPCC will share information about your use of CPCC community space to publicise the session so that members of the community can participate.

If awarded free use, your organisation should acknowledge the in-kind support received from Campbell Park Community Council in your publicity, including the CPCC logo. Copies of all publicity should be provided to CPCC.

After the agreed period of free use, the organisation will supply CPCC with a report detailing the benefits/outcomes gained from the free use.

DECLARATION

I am authorised to make this application on behalf of:
(name of project or organisation)

I confirm that to the best of my knowledge the information included in this application is complete and correct.

I (name)

Accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation:

Signed:

Date:

Conditions of Use

Note: It is important to read the conditions as they form part of your contract with the Community Council and they will be enforced. References to hire charges and deposits will not apply to Free Use bookings.

1. Campbell Park Community Council will henceforth be referred to below as CPCC.
2. All bookings are made at the discretion of CPCC
3. All hire charges and refundable deposit must be paid one month prior to the booking, or at the time of booking if less than one month away.
Block bookings will be invoiced at the beginning of each month.
4. Written cancellation of any booking must be made at least 72 hours prior to hire or no refund will be given. (email: bookings@campbell-park.gov.uk)
5. The hirer will indemnify CPCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It shall also be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer(s) invitees and visitors. The hirer will provide proof of insurance when requested by CPCC.
6. The key holder will unlock the building at the commencement of hire (If there is no one to take possession of the building within 15 minutes of the booking start time, the building will be locked and you will lose your time slot and hire fees, any return visits by our staff for lateness or other complaints will incur a minimum £50 deduction from the deposit paid).
7. The building will remain unlocked until the end of the hire period. The hirer(s) must ensure that someone is present within the building throughout this period. The key holder will also unlock any exit gates from the garden areas which are used as fire exits. They will also explain to the hirer(s) the fire procedures in place in the buildings.
8. The hirer(s) should not sublet or transfer this booking to any other person or organisation.
9. No betting, gaming or lotteries shall take place on the premises except those allowed by law and the hirer(s) shall obtain any licence or certificate required, prior to booking the premises for such use.
10. The hirer(s) shall submit details of the planned activity to CPCC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of alcohol. All alcohol licences must be displayed at all times during such events, and a copy passed to CPCC Administration before commencement of the event. It shall be the responsibility of the hirer to produce (and provide when requested) a risk assessment covering their activity and use of the premises. Failure to do so will result in the booking being cancelled.
11. Fire exits must not be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building.
12. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
13. With the exception of Assistance dogs, no animals will be allowed on the premises.
14. CPCC has a policy of no smoking in all of their buildings and associated grounds. This **MUST** be adhered to at all times. This includes electronic cigarettes.
15. For any hire the max capacity of the Springfield Centre is 70 persons, of which there should be no more than 15 persons in the Small Meeting Room.
For any hire the max capacity of the Oldbrook Centre is 70 persons, of which there should be no more than 15 persons in the Small Meeting Room.
16. All music / dancing and singing **MUST CEASE** at 11.00pm in order to comply with the Entertainments Licence. At no time must these activities be carried out on the outside areas of the Centre, and the noise level must not exceed 90 Decibels.
17. The use of fireworks is not permitted.
18. Barbecues cannot be used on the premises without written permission from CPCC. This must be requested at the time of booking.
19. All refuse must be sorted into the correct bins or taken with you at the end of the booking. Any contamination of waste in either the internal, or external bins will result in a £50 deduction from the deposit paid

20. All CPCC equipment hired can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required by CPCC. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. All users will be liable for a deposit for non-compliance of this clause and any other relevant clause. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSITS IS AT THE DISCRETION OF CPCC.** Amounts for which the user is found liable will be deducted directly from the deposit held.
21. IN CASE OF BLOCK BOOKINGS, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the consent of CPCC. Any belongings left on the premises without prior agreement from CPCC will be treated as abandoned and may be disposed of by CPCC. Any items left in the building with CPCC's approval, are left at the owners risk and the responsibility for such belongings lies solely with the hirer(s). Storage is not part of the contract unless paid for separately. The provision of such storage is entirely at the discretion of CPCC.
22. If the building is not vacated promptly at the end of the hire period an additional charge of £50 will be deducted from the deposit taken, if the delay is considered too long, further deductions may be applied.
23. Prior approval is required for the use of CPCC premises by political parties.
24. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
25. No alterations or additions shall be made to the premises.
26. **At no time shall any item**, drawing, sketch, map etc be attached to any part of the interior or exterior of the building(s) and/or local street furniture.
27. No advertising or publicity material will be displayed inside or outside the building without the prior approval of CPCC.
28. CPCC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.
29. CPCC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
30. CPCC reserves the right to close the premises at any time for emergency or periodic maintenance, public elections or similar events.
31. Children must be supervised at all times whilst using the Centre. Safeguarding is of paramount importance.
32. Any deductions or penalties, or any misuse of the building, or complaints from neighbours or other users of the building may result in us refusing you further use of the building, this is solely at the discretion of CPCC
33. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated. Aggressive or abusive behaviour includes language (whether verbal or written) that may cause staff to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness – failure to comply with this condition may lead to further action by the Community Council or the appropriate authority.
34. **The Hub & Centres will be closed to all users on the following holiday periods, along with all statutory Bank Holidays:**
Good Friday – through until Easter Monday.
Xmas Eve – through until 2nd January, unless this falls on a weekend then the Centre will open on the first Monday of the new year.

DECLARATION

I (name)

on behalf of

(insert name of organisation) will comply with the conditions use.

Position held within organisation:

Signed:

Date:

1. **Date of application:**
2. **Name (Full Name) of the organisation making the application:**
3. **Contact Details:** (Details of the main contact)

Name:

Address:

Post Code: **Email address:**

Telephone No's: Daytime: **Mobile:**
4. **Status of your organisation - please put 'X' next to all that apply.** (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity Community Interest Company

Voluntary or Community Group Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number: Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control?

Yes No * (please see Criteria No.13 for more info)
5. **What date did your organisation/company start?**
If you are a new group or have been operating for less than 12 months please put 'X' here:
6. **When is the activity/use you are requesting Free Use for:**

One-off Use:

Date: Time:

For One-Off activities please check availability of the Space prior to submitting this application

Regular Use:

Day Time Start Date:

How frequently would you like use the space?
7. **Which Community Space are you requesting use of:**

The Centres:

Springfield Small Hall ☐ Springfield Large Hall ☐ Oldbrook Meeting Room ☐ Oldbrook Main Hall ☐

CPCC Community Hub: Nest ☐ Council Chamber ☐ Wellbeing Room ☐

8. Please outline your organisations aims and objectives and how the free use of a CPCC community space will help to achieve these:
9. How will your free use help to meet the needs of the local population? Please provide details of the benefit/s you will offer to, or provide, for residents of the CPCC area (Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill)
10. Will your free use help to address any the following objectives? Please tick all that apply providing more detail of how these objective relate to your proposed free use.
- ☐ **Isolation and Loneliness** – create an inclusive environment where isolation and loneliness can be sensitively addressed and further support/advice offered.
- ☐ **Health and Wellbeing** – initiatives which address the physical and mental health of our community.
- ☐ **Education and Work** – provision for residents to access resources which allow them to pursue their education/career goals.
- ☐ **Advice and Advocacy** – deliver expert resident support and advice including information and drop-in sessions.
11. Will you be working with any other groups or organisations as part of your use/activity? If yes, please provide details.

- 12. If you are a new organisation/group, how have you identified the need which you plan to address through the Free Use?**
- 13. What is the future sustainability plan for your group, activity or service so that it will become viable and be able to continue (and potentially pay for venue hire) after the session/s of free use have ended?**

What is the minimum period of use you would require to support your sustainability plan?

Free Use End Date:

- 14. Does your project have any impact (positive or negative) on the environment or climate emergency? Please provide details. If it has a negative impact, please detail any mitigation in place.**
- 15. What percentage of your users/beneficiaries do you expect to live within the Campbell Park Community Council area?**
- 16. Do you plan to publicise the activity for which you are applying for free use? If so, how do you intend to do this?**
- 17. Is there any further information you wish to be considered with this application?**
- 18. Is there any other way in which CPCC could assist your organisation?**