

# Central Bedfordshire Libraries

## Policy on Letting of Meeting Rooms and on Letting of Library Premises Out of Hours

### 1. Free use


The following lettings are allowed free use of library meeting spaces. All other requests for free use must be referred to the Library Services Manager.

- 1.1. Surgeries organised by Members of Parliament, MEPs, Central Bedfordshire councillors, Town and Parish councillors within normal library opening hours. If a surgery is held outside normal opening hours then the hirer will be charged at community rate.
- 1.2. Central Bedfordshire Libraries bookings that contribute to the Library Service strategy and priorities, whether in or out of normal library opening hours. Includes activities organised by Central Bedfordshire Libraries with the involvement of partner organisations

### 2. Community rate

The following lettings are charged the community rate.

- 2.1. Government departments and government related bodies, Central Bedfordshire Council departments, other local authorities, parish councils. The community rate will apply even if they charge an entrance fee.
- 2.2. Local voluntary and community organisations with constitutions and committees and where any monies related to subscriptions and charges are held by the society. Organisations may be asked for proof of this status. The community rate will apply even if they charge an entrance fee.
- 2.3. Registered charities. A letter or charity number may be asked for to confirm this. The community rate will apply even if they charge an entrance fee.
- 2.4. Other not-for-profit organisations. Organisations may be asked for proof of this status. The community rate will apply even if they charge an entrance fee.


- 
- 2.5. Informal groups without a constitution or committee. Library staff must be satisfied that the group is a bona fide community group and that there is no commercial purpose. The community rate will apply even if they charge an entrance fee. Where an entrance charge is made, separate accounting records must be maintained and must show that the charges are not used for profit.
  - 2.6. An individual acting on his or her own who wishes to use the room for a community purpose. Library staff must be satisfied that the individual is not using the room for a commercial purpose. The community rate will apply even if the individual charges an entrance fee. Where an entrance charge is made, separate accounting records must be maintained and must show that the charges are not used for profit.


### **3. Commercial rate**

The following lettings are charged the commercial rate for lettings:

- 3.1. Business organisations and individuals that trade for private profit, including any such for-profit organisations and individuals contracted by local government or government departments or government related bodies, or by any other organisation or individual at section 2 above, for the purpose of the letting.
- 3.2. Individuals using a franchise or well known trading name. Evidence from the parent organisation may be asked for indicating status of the individual.
- 3.3. Any other group or organisation unless they can satisfy the conditions for community rate.
- 3.4. Individuals acting on their own and not part of a group unless they satisfy the conditions at 2.6 above.
- 3.5. Any request for commercial sales of products or services must be referred to the Library Services Manager. A view must be obtained from Trading Standards where the validity of an organisation is unknown.

### **4. Prohibited lettings**

- 4.1. The following activities are not permitted:
  - 4.2. Public meetings of political parties
- 



4.3. Public meetings of religious bodies

4.4. Public meetings of pressure campaign groups.

4.5. Private parties unless previously agreed by the Library Services Manager.

## 5. General points

5.1. All lettings are subject to the Conditions of Hire of Library Premises and to the Exhibitions and Display Policy

5.2. All hirers, whether free or charged must complete an official booking form.

5.3. A member of staff must be present on the premises during all lettings, unless arrangements have been made with a key-safe partner.

5.4. All lettings are subject to the current agreed scale of charges.

5.5. Any request for charges to be waived or varied must be referred to the Library Services Manager.

### Document history:

Policy agreed by Bedfordshire County Council Department of Education Arts and Libraries Senior Management Team 13/01/1988.

Reworded with minor changes, agreed by Head of Libraries and issued by South Operations Manager 06/09/2005

Amended 07/04/2010 [Organisation details updated, clauses 1.4 & 2.5 added as per e mail from Head of Libraries dated 08/09/2009 and clause 4.2 amended in line with Central Bedfordshire corporate policy issued 06//04/2010]

Agreed by Head of Libraries 06/05/2010

Minor amendments to clarify paragraphs 1.1 & 2.2 + Conditions of Hire added as Appendix 1 31/03/2011

Paragraph 1.5 added and 2.1 amended 03/05/2011

Draft revision 5th September 2013

Draft revision 10.1.14

Minor amendment at 3.1, 22.1.14

Final revised policy agreed April 2014

