



Charity number 1197599

Brereton Community Hub Booking Policy for Brereton Big Local CIO

Brereton Community Hub is owned and maintained by Brereton Big Local CIO. Brereton Community Hub is available to hire to local groups, for example 'Brownies' and youth groups and for private events and parties.

Trustee Roles

- To set the terms and conditions for the use/hire of Brereton Community Hub.
- To ensure Brereton Community Hub is meeting all Health and Safety Requirements in preparation for hiring.
- To respond to any complaints in line with the complaints policy.
- To annually review hire fees. (Preferably at the February meeting to take effect from the following 1 April).

•

Booking Secretary Roles

- To liaise with prospective hirers and process bookings.
- To provide the terms and conditions for hire to all that hire the hub.
- To ensure that hirers are familiar with health, safety and fire procedures and all other relevant policies relevant to the hiring of the hub
- To maintain the web-based calendar of bookings (Time Tree)
- To communicate any complaints to the trustees
- To report any health and safety concerns to the trustees.

Please use this policy in conjunction with the Brereton Community Hub Hire Terms and Conditions.