

Woodborough Parish Council

Chairman: G Parkinson

Village Hall Booking Policy

There has been a substantial rise in the number of bookings for the village hall and accordingly the Parish Council considers that a more certain and fairer method of allocation of regular bookings needs to be adopted for 2008 and subsequent years. The following policy has been approved by the Parish Council and will be adopted immediately.

- 1 Users who hire the village hall on a regular monthly basis may only be allowed to make up to 11 hirings in the 12-month calendar period.
- 2 Users who hire the village hall on a regular weekly basis may only be allowed to make up to 48 hirings in the 12-month calendar period.
- 3 All regular users, and those adhoc users who would like to hire the village hall for a session now used by a regular user, must attend the committee room in the village hall at 6.00 pm on Thursday 15th November 2007 to make their requests.
- 4 Priority to make regular bookings will be given to existing users.
- 5 At the meeting the bookings clerk will allocate as fairly as possible the bookings to those attending. If the bookings clerk is not able to allocate the bookings then the matter will be referred to the next meeting of the Parish Council for a decision.
- 6 The booking request will then be confirmed to the user who will complete a booking form and the booking will be binding on the user. The booking will be entered in the bookings diary. The Parish Council will only vary or cancel the booking in an emergency.
- 7 Adhoc users will continue to book the village hall, as at present, by telephoning the caretaker on 0115 9126524.
- 8 Bookings for 2009 will be taken on a date to be fixed in September 2008.

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