



DUNTON COMMUNITY GARDEN GROUP

Lettings Policy

Policy Statement

Dunton Community Garden Group (DCGG) believes that we should maximise the use of our facilities by people sympathetic to our aims.

Scope of policy

The garden at Great Close Field.
The accommodation at that garden.

Purpose of this policy

It is the aim of DCGG to make its facilities available to the community, partner organisations, members and any other interested parties whose activities are aligned to Dunton Community Garden Group's environmental and 'growing people' aims. In particular Dunton Community Garden Group will adhere to its Diversity Policy when letting the facilities.

Elements of the policy

Activities arranged by Dunton Community Garden Group will have first call on the facilities. The facilities will be available for hire at all other times. Lettings will include access to the community garden. The exception will be on days when there is a shoot on Church Farm. Requests to use the facilities should be made by telephone or in person to the Garden Co-ordinator.

The facilities will be available to hire for an hourly rate agreed by the trustees at their September committee meeting each year for the following 12 months. Any increase in hiring fee will take into account the overheads of running the facility. The hiring fee will be £6 per hour during the first year of operation from September 2008.

The facilities will be available to people of all ages but the person responsible for the booking must be 21 years or over. A refundable deposit of £50 and the hiring fee will be payable in advance. The deposit will not be refunded if the facilities are not left in the way that they were hired.

Responsibilities

Bookings will be taken and managed by the garden co-ordinator.
If the Garden Co-ordinator is in doubt about the bona fides of the potential hirer, guidance will be sought from trustees

Anyone hiring the Community Room will be responsible for ensuring that the heating and lights are turned off at the end of the hiring and that the building is locked.

Monitoring

The garden co-ordinator, or a delegated representative, will check the condition of the facilities as soon as possible after the period of hire.

The policy will be reviewed annually

Adopted September 2008