



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
Email: admin@martleshamcouncil.org.uk
Website: <https://www.martleshamparishcouncil.org.uk/>

PARISH ROOM POLICY

1. Principles

- That the room is a community resource and should be used to support local organisations that do not have any commercial, religious or political affiliations.
- The room should not compete for booking with other halls, which are dependent on rental income for survival.
- Use of the room should not interfere with the ability of the council, its committees or staff to perform their duties satisfactorily.
- Use of the room should not impose expenses on the council through excessive wear and tear and cleaning costs etc.

2. Policy

1. The room should be made available to Martlesham organisations for meetings of their governing committees, but not for open meetings or fund-raising events.
2. Any bookings outside this scope which have already been accepted shall be deemed to be a precedent for future meetings of a similar kind and a register of these kept.
3. The organisation shall indemnify the council against any liabilities or costs arising through the booking.
4. Throughout the bookings, councillors and staff shall have the right to use the room.
5. The council shall have priority in using the room.
6. The council reserves the right to refuse any booking without giving a reason.
7. That no morning bookings shall be accepted on working days for the Parish Room, except at the Clerk's discretion.
8. Bookings outside the scope of this policy may be accepted by the parish council, which will also decide if a precedent will be set by their decision.
9. Administration of this policy shall be delegated to the clerk.
10. Each year the F&GPC will review whether a charge should be made for use of the hall.
11. No dogs are allowed in the Parish Room, with the exception of assistance dogs, e.g. for the blind or hearing dogs for the deaf.

Register of non-standard usage

Martlesham in Bloom for entertaining Anglia in Bloom judges
SALC training events and meetings
Citizens Advice Bureau sessions
Neighbourhood Plan meetings
Rest Centre in case of emergency
Repair Hub
Community Forums
Inter Parish Meetings