

Social Spaces – Concept and Conditions of Use

Social Spaces is something which Persona commit to as part of delivering wider social value. The principle behind this is that Persona assets could and should be made available for the good of the community on a mutual benefit basis. What this means in practice is that Persona will support use of assets for which they are responsible, by community and voluntary sector groups. The conditions of this offer are:

1. The use of the facility should not disrupt or prevent delivery of a Persona service or put people who Persona support at risk in any way
2. The organisation or group wishing to use the building should be wholly or mainly concerned with delivering social value in accordance with the wider objectives of Bury Council, and ideally be an established group which is fully constituted
3. Events that are delivered should be for the general public or specific groups rather than for private individual use
4. Groups utilising a building will have their own insurance in place and agree to indemnify Persona against all claims or losses, arising from the use of the community establishment, facilities and equipment (where approved) and to complete the Form of Indemnity
5. Premises may not be used after 10.00pm
6. The nature of the activity and the detail of this must be notified and agreed in advance with Persona
7. All uses must be booked in advance with the nominated contact at Persona
8. The user shall obtain all necessary licences and other permits and shall make payment of all taxes, fees, copyright or other dues
9. Anything brought in to the building remains the responsibility of the organisation making the booking
10. All equipment agreed to be utilised must be left in a state of good repair and cleanliness
11. The organisation or group using the building agrees to clean the facility thoroughly after use, including any bathroom areas. All bins must be left empty and waste disposed of appropriately
12. If the booking needs to be suspended or postponed for any reason, Persona shall not be liable for provision of alternative accommodation
13. Any damage or breakages must be reported to the nominated Persona contact and will be chargeable to the booking organisation if they are deemed not to be due to wear and tear
14. No activity which would cause abnormal wear and tear should be undertaken
15. Electrical equipment being used should not exceed the normal capacity of the centre
16. Information pertaining to fire safety for the building and any health and safety considerations will be made available to building users and should be followed at all times.

17. Smoking is strictly forbidden

18. Where buildings have a bowling green adjacent this should not be accessed at any point. Any damage to the bowling green will be charged to the booking organisation

Groups or organisations which can agree to these terms and satisfy the conditions may request to use Persona assets free of charge. Groups should be prepared to offer something to Persona or its customers as part of a mutual benefit arrangement or to pay a donation. All requests will be given due consideration. Bookings may be refused if they do not meet the specified criteria or if the venue requested is not available at that time.

Where a group does not meet the criteria as they are not a not-for-profit community or voluntary sector group, they may still be able to hire a Persona building on a fee-paying basis.

Where an organisation is requesting to use a Persona building outside of normal operating times, consideration will be given to the best way to support this. If opening and closing of the building is required by Persona staff this may result in a charge, which will be agreed in advance prior to confirming the booking.

Where a group is willing and able to open and close the building themselves, and this is considered appropriate by Persona, keys will be made available to be collected from an agreed location 24 hours in advance of the event and must be returned within 24 hours of the event taking place. Where an event takes place on a weekend, collection of the keys may be from lunchtime of the Thursday prior and these should be returned by lunch time on the Tuesday following.

Failure to return keys will result in a charge for replacement of locks.

Failure to comply with the above terms of use will result in refusal of any future bookings by that group or any individuals within it.

All bookings are agreed on a short-term basis (maximum 3 months) and will be reviewed regularly. Persona reserve the right to give notice to change or cease a booking if circumstances require this. This includes a breach of the terms of use or a change to the availability of the building. 1 month notice will be given in these circumstances.

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