

Cyngor Tref Aberystwyth Town Council

Tŷ'r Offeiriad / The Presbytery
Neuadd Gwenfrewi
Morfa Mawr / Queen's Road
Aberystwyth
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ROOM HIRE POLICY

Policy Statement

Aberystwyth Town Council welcomes the use of space available at the Presbytery, Queen's Road by third party groups. The Council recognises the need for appropriate meeting spaces to meet demand from community groups in Aberystwyth and the wider area, and is pleased to be able to offer space at its premises. This should be reflected in how the Council deals with requests to use its space.

The aim of this policy is to set out the process for booking and rules for using meeting space, and should be read by members & staff of the Council, as well as groups interested in using meeting space.

Space available

The Council is able to offer the following space:

- Three ground floor meeting rooms
- Accessible ground floor WC
- Kitchen with facility for drinking water & hot drinks
 - Groups are welcome to make use of the Council's glasses, mugs, kettle etc. however will need to supply their own consumables, such as tea, coffee or milk

Groups may book all, one, or a combination of the above spaces.

Who can hire space from the Council?

The Council may offer its space to community groups, clubs or charities based in Aberystwyth and the surrounding area, whose purposes are community focused, not for profit, and whose aims align with the Council's policies and objectives.

The spaces are not available for party political purposes.

Booking Process

Requests to book space should in the first instance be directed to the Town Council office. Upon receipt of a request, a member of the Council's staff will respond and will usually invite the group interested in using the space to view and assess its suitability for their needs.

If the group would like to proceed with booking, staff will assess the proposed activity's suitability for the space. Requests are approved or denied by the Clerk, in consultation with the Chair of the Council where appropriate. Any approval or refusal shall be reported to the Council at the earliest opportunity.

Some examples of appropriate uses include:

- Meetings

- Youth clubs
- Community classes

Booking requests should be made with reasonable notice, this usually being one week before the proposed date of use. Requests may be refused if insufficient notice is given.

Rules for use of the Council's rooms

Each booking must have a nominated person to be responsible for the safety and security of the building for the duration of the use. This must be either a member of the Council or its staff. This responsibility includes:

- Ensuring the building and space is safe and suitable for use on the day of use
- Unlocking and opening the building for the group, at an agreed time
- Closing and locking the building at the end of the use, at an agreed time
- Ensuring all windows are closed and locked at the end of the use
- Ensuring all external doors and entrances are closed and locked at the end of the use
- Setting the building's security alarm on exiting and locking the building
- Acting as a point of contact for the group in case of any emergencies
- Ensuring that group members sign the attendance register and are aware of fire safety arrangements

This responsibility may be shared between multiple people where necessary; all parties involved must explicitly agree to be responsible for the safety and security of the building.

Groups using the Council's space must respect the Council's building, furniture and items. The group or individual responsible for the booking may be liable for any damage to the Council's property. This will be in the form of a signed declaration.

The space must be left clean and tidy, in an 'as found' condition.

Fees & Charges

The Council may choose to charge for the use of its space. The charges, if applicable, are set out below and are subject to an annual review.

Policy adopted by Full Council: 23.6.2025

Next review: June 2026

This policy was originally written in English.