

Castleknock Community Centre Association Company Limited by Guarantee



A community partnership serving
Ashleigh, Bramley, Carpenterstown Park, Laurel Lodge, Laverna, Oaktree
www.castleknockcommunitycentre.ie

Community Centre booking **policy**

From our constitution, Castleknock Community Centre Association CLG has the following objectives

Main Object:

*The main object for which the Company is established (the “Main Object”) is
To operate a community centre for the benefit of the residents of Laurel Lodge, Carpenterstown, Bramley, Laverna, and Ashleigh Estates, all in the Castleknock area. The Centre will provide educational services for the local community such as, information services, training courses, cultural activities, recreation facilities for the elderly, and meeting rooms for local charitable organisations.*

Subsidiary Objects

As objects incidental and ancillary to the attainment of the Main Object, the Company shall have the following subsidiary objects:

To establish and maintain effective links, as appropriate, with statutory and voluntary structures at local, regional, and national levels.

The Community Centre must remain solvent at all times, and must generate sufficient revenue to cover all operating and any authorized borrowing costs.

The booking policy is to promote a mixture of users that address the diverse needs of our community and where availability exists, the wider Dublin 15 community.

Booking users are categorized into 3 groups.

1. “Social Enterprise” Customers that run events where a charge is levied for the event in the community center (i.e. dance classes, sports, or art events) where any surplus after operating costs is retained by the organizer.
2. Local “not for profit” users, where no charge is levied, or where all revenue verifiably goes to a recognised charity. (i.e. Mothers & Toddlers group, residents associations).
3. “Not for profit” users, where no charge is levied, or where all revenue verifiably goes to a recognised charity. (i.e. Order of Malta, Vincent De Paul, Dublin 15 Hospice).

Local is defined as organisations which are based specifically within the catchment area of the Community Centre or run by the Community Centre.

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Booking types are categorized into 3 groups.

- A) Regular events, where consistency of availability is important, (i.e. social enterprise, Mothers & Toddlers group).
- B) Irregular events, where consistency of availability is not important, and time, date or room / hall size is flexible, (i.e. resident's association committee meetings).
- C) 1 off irregular events, (charity event, Residents Association AGM, meetings,).

The Board of Management shall agree at least annually the hire rates for the centre room / hall for each category. The categorization of users shall be a reserved function of the Board of Management and may be delegated to the subcommittee.

The Manager shall be notified by the booking administrator of all users prior to their initial hire of any community centre facility. A booking request that is regarded as having a risk element must be approved by the booking sub committee. The approval may be proactive, for example agreeing a marketing objective where new user groups are identified and the booking administrator actively seeks the identified user groups. When approved they will be added to the booking system;
Sportskey

Accepting bookings from political parties or organisations advocating political policy change is always a sensitive issue, as we need support from our public representatives but want to avoid being associated with any one political party. Subject to availability, we may accept political party booking for information meetings that may be of interest to community, but we will not accept a political "clinic". We may host a political hustling by our local community radio station (trading as Phoenix FM).

In order to meet the objective of serving our community, the Board of Management may restrict the frequency of individual users, (particularly at the peak times of week ends and evenings 7 – 10 pm) so as to provide access to a diverse group of users. A request for additional hours must be approved with BOM.

- All bookings shall start on the hour and finish on the hour where possible. Setting up and clear up time must be included in the booked time duration.
- The committee may impose specific conditions where it considers a booking high risk, these conditions shall be agreed with the user and documented prior to the acceptance of the booking.
- All users of the community centre shall have public liability insurance of €6 million, unless waived by the Community Centre Board of Management (BOM). The BOM shall perform a risk analysis and shall only offer a waiver to users documented as low risk.

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Community centre booking procedure.

1 New Bookings

- 1.1 All booking requests shall be documented in the **Booking Enquiry Form**, available from the Community Centre reception or www.castleknockcommunitycentre.ie.
- 1.2 Completed **Booking Enquiry Forms** will be submitted to the administrative staff, with any necessary documentation .
- 1.3 **Booking Enquiry Form** shall detail any requested time slot, or requests for irregular meetings based on room / hall availability.
- 1.4 The administrator shall discuss the proposed booking with the Centre Manager and contact the booking sub committee to inform them of a booking request that requires clarification, and a decision is required.
- 1.5 Booking administrator shall request additional information from potential user if required.
- 1.6 New bookings that require clarification and approval by the booking sub committee will be reported at the next Board of Management Meeting.
- 1.7 Booking sub committee shall advise the booking administrator when user is accepted/accepted subject to conditions/rejected. Booking administrator shall contact user to inform them of decision and arrange to have **Standard Booking Agreement** completed, inspect and copy insurance certificate, obtain users signature on agreement and place on their file.
- 1.8 Booking administrator will assign slot to ensure no double booking, room / hall booking updated. Community Centre website also needs to be updated as necessary.
- 1.9 Accepted user shall be placed on the database updated list of **Approved Tenants**. List should be held at reception and caretaker made aware.

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Booking Request for Approved Tenants

- 1.10 Existing user contacts Booking administrator to check availability and complete a **Booking Contract Form**
- 1.11 Booking administrator verifies user is on list of **Approved Tenants**, room/hall available and insurance in date. Accepted booking entered into Sportskey booking database and web site updated.

Request for Additional Hours

- 1.12 Maximum useage by tenants is four hours per week. Where an existing user requests additional hours, the administrator contacts the booking sub committee for approval. The booking sub committee agree/reject request or may refer to the Board of Management for decision. Booking administrator will be informed of decision and confirms with user time slot is available. Booking are entered into the booking system and checked to ensure no double booking, database and website updated.
- 1.13 Use of room / hall is recorded by the user signing in at reception, to ensure all community centre use can be tracked and invoiced.