



SHAVINGTON  
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Shavington-cum-Gresty Parish Council  
Main Rd, Shavington, Crewe, CW2 5DP

# SHAVINGTON-CUM-GRESTY PARISH COUNCIL SHAVINGTON-CUM-GRESTY VILLAGE HALL COMMUNITY ACCESS PROGRAM POLICY

(approved 3 July 2024)



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## INTRODUCTION

The Shavington-cum-Gresty Parish Council is dedicated to supporting community groups and not-for-profit organisations within the parish. To foster community engagement, the Council introduces the Shavington-cum-Gresty Village Hall Community Access Program. This policy outlines the eligibility criteria, access regulations, application process, and monitoring requirements for the program.

## PROGRAM OVERVIEW

The Shavington-cum-Gresty Village Hall Community Access Program offers free use of the village hall to eligible groups. The program will run on a trial basis from **1 September 2024 to 31 March 2025**.

## ELIGIBILITY CRITERIA

The program is open to:

- Community groups based in Shavington-cum-Gresty.
- Not-for-profit organisations serving the residents of Shavington-cum-Gresty.

## ACCESS REGULATION

- Session Limit: Each eligible group can access the village hall for up to two sessions during the trial period.
- Time Slot: Sessions are limited to Sunday afternoons to ensure the availability of the hall for other users and existing reservations.
- Booking Management: The Booking Volunteers will oversee the booking process to ensure fair and orderly access.

## APPLICATION PROCESS

1. Application Form: Interested groups must complete the Shavington-cum-Gresty Village Hall booking form
2. Submission: Submit the completed form to [villagehall@shavingtononline.co.uk](mailto:villagehall@shavingtononline.co.uk)
3. Review and Approval: The Clerk will review applications and allocate available slots based on eligibility and availability. The Clerk will have delegated authority to consider each application and approve or refuse it based on the information provided. Confirmation of booking will be provided in writing within one month of application submission.

## TERMS AND CONDITIONS

### Promotion and Social Media Requirement

Groups using the hall must post about their event on their social media platforms and tag [#ShavingtonOnlineCommunityHall](https://www.facebook.com/ShavingtonOnlineCommunityHall)

### Liability for Damages and Extra Cleaning



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- If any damage occurs or extra cleaning is required due to the group's use of the hall, the group is liable for the cost of repairs or additional cleaning services.
- Groups must report any damages immediately to the Parish Council.

**Exclusion Criteria**

- Any group that causes damage to the village hall or breaches any of the program's rules and conditions will be excluded from future access.
- Groups are responsible for ensuring the hall is left in the condition it was found.