

# Policy adopted by Community & Wellbeing Committee – 16<sup>th</sup> September 2024



## Free Use Policy for Room Hire

Free Use Applications are intended to support small charities and grass roots organisations and will be considered and determined if:

- the community organisation applying for free use is a not-for-profit organisation.
- the organisation's activities benefit the residents of, visitors to, or those that work or study in Sevenoaks.
- No more than 20% [or £1,000] of the budget of Free Use per organisation is requested in any financial year.
- The activity for which Free Use is being requested is a meeting of the organisation or a free-to attend public event.

At the discretion of the Finance & Delivery Committee, applications by organisations may be declined for a number of reasons which may include:

- the organisation has been in receipt of a Community Grant in more than one of the previous three financial years.
- the applicant is a business or commercial enterprise.

Discretionary Grant Applications will not be considered if:

- the application is received from a political organisation.
- the application is received from a lobby group.
- the application is applied for retrospectively.
- the application is for a commercial or business enterprise.