



## Policy on Free or Subsidised Room Use

Approved by WOCA Committee: **November 2017**

Date of next review: **November 2020**

### 1. Free or subsidised room use for new groups

- We offer a **WOCA supported start up package** for community members who want to start a new group with little or no money, or to develop a new activity.
- To qualify for the WOCA supported start up package, the group must:
  - Be in line with WOCA's aims to improve life for West Oxford residents by providing facilities for social welfare, education, recreation and leisure.
  - Make use of their room in the centre no more than once a week or 50 hours a year.
  - Be led by a fully paid up member of WOCA.
- All applications for the WOCA supported start up package must be made to the WOCA Management Committee using the attached form.
- Groups/activities in receipt of a grant must state on their publicity that they are supported by WOCA.
- After six months, the support from WOCA will cease and the group is free to do one of three things:
  1. Start paying for room use at the appropriate rate
  2. Apply for a further grant from WOCA to cover the continuing cost of their room use (see below)
  3. Stop using rooms at WOCC and release space for another group.
- A further grant application can be submitted up to two months before the end of the initial grant.

### 2. Free or subsidised room use for existing groups

- If an existing group wants another grant from WOCA to help with the cost of their room use, they must submit the attached form to the Management Committee showing:
  - General details of their group: Name, aims, when they meet, perhaps a photo of what they do, a leaflet or any other publicity about them.
  - How many people come, and how many of these are from West Oxford (these do not have to be precise figures, but some record keeping must be demonstrated!
  - How much they use the centre (i.e. how often & for how long, which room)
  - How much they charge per session if applicable & what this is spent on – an overview of their income/ expenditure for the year must be provided.
  - Why they believe they should continue not to pay for their room use
- This grant application can be submitted any time from two months before the end of the preceding grant.
- The committee will score all applications on set criteria, and will make decisions based on the score achieved. Their decision may range from offering no subsidy to offering a full subsidy.
- Groups in receipt of a grant must state on their publicity that they are supported by WOCA.

### 3. Free room use for Elected Representatives

- Since the community centre is a City Council-owned property, some free room use is permitted in line with the interests of the City Council. Therefore, elected representatives for the local area (councillors and the MP) will be able to use the WOCC for up to a monthly surgery for a maximum of one hour free of charge. This is because it is quite clearly a service benefiting local residents and costs nothing to attend.

### 4. Free room use for WOCA activities

- Anything the WOCA management committee organises on behalf of WOCA will qualify for free room use. For example, the AGM, Spring Supper, Harvest Supper - ie one off events during the year. More regular events should be apply for a subsidy as above.
- Financial risk for WOCA activities should be to WOCA (ie if not enough attendees to break even) and any profit should also go to WOCA.

### 5. Monitoring

- WOCA reserves the right to view groups' records and accounts at least once a year to ensure compliance with this policy.