



15.01 The Proud Place Centre Lettings Policy

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Version 2

The LGBT+ Centre in the future will continue to be the type of space for young people and adults that doesn't exist anywhere else.

- It's accessible and ideal for organisations who have a limited budget. It will also be used by other organisations, and therefore generate income to allow The Proud Trust to continue its work.
- The outreach work we do is very important, and the centre provides a hub for this.
- It's outside of the Gay Village, for groups who want to be away from the drugs and alcohol 'scene', but not a million miles away, so not isolated.
- It's a 'dry' (alcohol free) space.
- It is a safer space for LGBT+ young people.
- It is a safer space for The Proud Trust staff and trustees.

People who hire the space will agree to:

The key deposit scheme allows groups or individuals to take responsibility for the key, alarm codes, and general upkeep of the Centre.

Hirers must comply with national and/or organisational Health and Safety guidelines. Key deposit is £50 (free to TPT staff) and refundable on return. Any replacement will be paid for by the hirer.

Any breakages (aside from general wear and tear) or loss of items while hirer is responsible for the centre will be paid for by the hirer.

The Proud Place reserves the right to cancel or reschedule any bookings which they deem to be unsafe. This includes, but is not limited to: physical safety of staff and community members, threats online, risk to reputation, and police involvement.

All hirers will source any necessary licenses for activities they wish to undertake and will conduct their own risk assessments as well as be covered by their own insurance. All activities must be in accordance with the aims and values of the Centre as outlined in the Centre Lettings Policy.

Each hirer will conduct a full observation of the centre upon arrival to ensure there are no damages.

Hirers will ensure fire escapes are clear both internally and externally at the start and end of each session.

Types of room booking:

- Community groups – Community groups will have a rolling contract, which will be reviewed yearly. They will pay lower room fees, in line with the building fundraising bids.
- Sector partners – Partners will be able to hire spaces for their activities, such as youth groups and staff meetings.
- External and corporate hire – external organisations can hire the spaces for staff meetings and training.
- Ad hoc events – these will be managed on a case by case basis.

All room hires must have risk assessments and competent adults on site. All key holders must sign a key holder agreement.

The Proud Place has 2 CCTV cameras installed. These are for the safety of those within the building, and aren't in any of the group spaces or offices. The camera and images are only accessible by the CEO and the Centre Manager.

The Proud Trust reserves the right to update this policy if new risks or concerns come to light, as our priority is to create a safe space for LGBT+ people who use our building.