

## Appendix 1

King Georges Fields 14<sup>th</sup> January 2014

### Mile End Park Pavilions Guidelines for Community Access

#### 1. Background

- 1.1. The Arts and Ecology Pavilions operate both as community facilities and as a method of raising income through hire, in line with the objectives of the Trust. The Pavilions already have in place reduced hire rates for community use. However, requests for community access to the buildings – either at further reduced rates or free of charge – are received regularly. Such request must be balanced against the Trusts duty to meet its financial obligations in order to maintain the park and its assets.
- 1.2. There are currently no clear operating guidelines on further reduced or free community access to these buildings. This report sets out proposed principles to be applied to such community booking enquiries alongside a proposed assessment process.

#### 2. Community Access Guideline and Process

- 2.1. *Community Access to Pavilions*
- 2.2. Community Access to the Pavilions in Mile End Park is already a core feature of the Mile End Park offer. Community hire rates are in place and events are organised throughout the year in partnership between the Council's Parks Service and community organisations. This includes a number of free events each year, organised by Parks Rangers in both pavilions with a focus on arts based activities in the Arts Pavilion and an ecology/biodiversity focus in the Ecology Pavilion.
- 2.3. This document sets out arrangements for the allocation of free or subsidised (beyond the level of the standard community hire rate) bookings to community groups.
- 2.4. Free access is defined as free of hire charges. Provision of staff to open, close and manage the building during the hire period may have to be charged for.
- 2.5. ***Annual allocation of community use at nil or further reduced rates***
- 2.6. In order to deliver its objectives of community access and protection of the park for future generations, the Trust needs to balance free and income generating activities. It is therefore necessary for the Trust to place a limit on the number of free or subsidised bookings.

- 2.7. The following annual allocations will apply as a total across both Pavilions:
- 2.7.1. The equivalent of up to four weeks free of exhibition space
  - 2.7.2. The equivalent of up to four weeks exhibition space at 50% of the standard community hire rate at the time
  - 2.7.3. A total of up to 196 free hours of other community use
  - 2.7.4. A total of up to 196 hours of other community use at 50% of the standard community hire rate at the time
  - 2.7.5. A maximum of six bookings of up to eight hours on each occasion for the Friends of Mile End Park, to be contained within the allocation set out at 2.7.3.

**2.8. *Core criteria for free or subsidised community access***

- 2.9. Only groups based in the Borough or able to demonstrate strong ongoing working ties to the Borough should benefit from free or subsidised usage.
- 2.10. Free or subsidised usage should be of benefit to Tower Hamlets residents and open to all.
- 2.11. Free or subsidised usage will not normally be granted for events that make a charge to those attending or that seek to make a profit. The exceptions to this would include events raising funds for local charities.
- 2.12. The Friends of Mile End Park group will be pre-allocated a set number of bookings each year as set out below.
- 2.13. One large community arts based exhibition will be contained within the allocation set out at 2.7.1 above.
- 2.14. Alongside this large exhibition a fixed number of free and subsidised arts exhibitions for locally based artists will be contained within the allocations set out at 2.7.1 and 2.7.2 above. It is expected that priority would be given to maintaining and extending our links with local further and higher education establishments in supporting student exhibitions and events.
- 2.15. This does not include an unspecified number of free community events organised by Arts, Parks and Events staff.

**2.16. *Process***

- 2.17. A formal applications process modelled on the process in place for community access to the Victoria Park Hub Building will be put in place.
- 2.18. All applications for free or subsidised usage will need to be made in writing against the agreed criteria. Applications will be decided on by a panel of three parks staff meeting on a regular basis. Key criteria for judging applications as set out above are:
- Borough based or demonstrable ongoing links and/or partnerships
  - Free to enter
  - Demonstrably open to all and supporting community cohesion
  - Constituted groups and not individuals
  - Priority for arts or ecology based projects
  - Clear benefits to the community
  - Proposals that demonstrate projects will be of good quality and operate safely
  - Proposals that are in line with the Council's Equal Opportunities Policy
  - Proposals that do not make a profit