

Key

ACCA	Angolan Civic Communities Alliance
ASMC	Association of Senior Muslim Citizens
CARRAMEA	Consortium of Anti-Racist, Refugee and Minority Ethnic Assocs
EAWDC	East African Welfare & Development Concern
ECAYAUK	Edgware Central African Youth Assoc'n in the UK
HA21	Harrow Agenda 21 Environmental Forum
HACAS	Harrow African/Caribbean Association
HAMA	Harrow Asian Multi-Cultural Association
HARA	Harrow Anti-Racist Alliance
HASWAG	Harrow Somali Women`s Action Group
HBA	Harrow Bengalee Association
HCH	Hindu Council (Harrow)
HICA	Harrow Iranian Community Association
HKCA	Harrow Kuwaiti Community Association
HMC	Harrow Muslim Council
HO50	Harrow Over 50 Club
HRP	Horn Response Project
HTA	Harrow Tamil Association
IAH	Indian Association of Harrow
IWANAAJI	IWANAAJI Somali Disabled Association
PdF	Precisa de Falar
PSH	Pakistan Society of Harrow
RIAS	Russian Immigrants Association
SCEA	Somali Cultural & Educational Association
TCC	Tamil Community Centre
UKTSU	UK Tamil Students Union

Appendix 1b

MEETING ROOM USAGE for April 2009 - September 2010								
6-Monthly Period	Av. Daily Usage as % of Available Time	Average Daily Hours of Usage	Meetings as % of Total Actual Usage	ESOL as % of Total Actual Usage	Workshops/seminars as % of Total Actual Usage	Counselling/Support as % of Total Actual Usage	Supplementary Educ'n as % of Total Actual Usage	Other e.g. first aid
Apr-Sept 2009	31.48	3.89	50.00	12.00	13.00	11.00	13.00	0.00
Oct 09 - March 2010	40.25	4.97	48.00	28.00	10.00	2.00	13.00	0.00
Apr-Sept 2010	32.96	4.08	43.00	39.00	0.00	13.00	4.00	0.00

During the period from April 2009 to September 2010 the Meeting Room was open from 9.00 am to 10.00 pm Monday to Saturday and from 9.00 am to 6.00 pm on Sundays.

Counselling rooms 1, 2, 3 were also used for interviews, counselling, small meetings, quiet rooms and waiting rooms.

Appendix 1c

3 MONTHLY RECORD OF MAIL RECEIVED

NAME OF ORGANISATION:

Category	Number of items received		
	Month 1	Month 2	Month 3
Junk mail			
Mail from members			
Mail from public bodies			
Mail from other countries			
Other			
Packages			
TOTAL PER MONTH			
GRAND TOTAL			

SUBMITTED BY (Please print full name):

DATE SUBMITTED:

Appendix 2a



Harrow Council London

Application For Community Premises

COMMUNITY PREMISES APPLICATION FORM 2010/2011

- Please read our 'Guidance for Community Premises Applicants' carefully before completing this form to ensure that your Organisation is eligible and that your activities match our funding priorities.
- Please ensure that all relevant sections of this application form are completed clearly and comprehensively, as the information you provide will be used to assess your application. If a particular section does not apply to your Organisation, please write 'N/A'.
- Please ensure that two authorised members of your organisation, one of whom must be a member of your management committee (i.e. Chair, Treasurer, or Secretary) sign the Declaration on page 11 of this form.
- Please ensure that you keep a copy of the completed application form.

Please return the completed form to:

Community Premises Co-ordinator,
Room 7,
Community Premises,
27, Northolt Road,
Harrow HA2 0LH

Eligibility Criteria

You will need to meet the following criteria to be eligible. Please tick each relevant box to confirm your eligibility.

1. Office facilities are available to support voluntary and community organisations to deliver services, where this resource is for the benefit of people living, working or schooling in Harrow. Will your service(s) be for the benefit of people living, working or schooling in Harrow?

YES NO

2. Do you have access to any other office accommodation?

YES NO

3. Does your organisation have the following Policies and Procedures?

Please tick the following boxes to confirm that you have all of the required policies/statements and procedures in place.

A constitution / memorandum and articles of association / deeds of trust / other governing document

Equal Opportunities Policy

Health and Safety Policy

Policies for the protection of children and vulnerable adults (if relevant)

Names and home addresses of management committee members

A full set of accounts for the year ending 31st March 2010 signed by two management committee members, of whom one must be the Treasurer

Reserves Policy (if applicable)

Bank account details in the organisation's name (sort code, account number and names of signatories).

Public Liability insurance and other relevant indemnities procedures.

References from 2 professional references from agencies that have worked with your organisation and are able to comment on the group's services or activities. Referees cannot be Harrow Councillors or Harrow Council Officers due to potential conflict of interests.

If you feel that your organisation does not meet any of the above criteria, please contact the Community Premises Co-ordinator before you proceed.

1. Organisation Contact Details

Please give the full name of your Organisation as it appears on your governing document, such as constitution, memorandum of understanding, etc. This should be the name of the Organisation that will receive and sign the Facilities Use Agreement if the application is successful.

Name of organisation			
Address for Correspondence			
	Post code:		
E-mail:		Website:	

The contact person should be a member of the management committee or a senior employee of the Organisation. They must have the authority to complete this application on behalf of the Organisation. During the course of our assessment we may wish to contact you, so please ensure that the contact details you provide are correct.

Contact Person 1		Position in organisation	
Telephone		E-mail	

Contact Person 2		Position in organisation	
Telephone		E-mail	

2. Information about your Organisation

Please state below how you would define your Organisation. If your Organisation is a registered charity as well as a company limited by guarantee, you must tick both boxes and provide the registration numbers. If your Organisation is neither but has a written constitution, you must tick "Other" and describe your Organisation as an unregistered organisation. As evidence, you will need to submit a copy of your constitution or Memorandum and Articles of Association if your application is successful. You also need to indicate if your Organisation is part of a regional or national body.

a. How would you define your Organisation? Please tick which of the following apply to your Organisation. You may need to tick more than one box.

- Company limited by guarantee Reg. No:
- Charities Commission registered charity Reg. No:
- Financial Services Authority registered charity Reg. No:
- Friendly society
- Mutual Society
- Residents Association
- Partnership (please describe)
- Part of a regional or national organisation
- Other (please describe)

b. When was your Organisation set up? Month Year

c. Briefly describe the aims and objectives of your Organisation.

Please explain the purpose of your Organisation and what you are trying to achieve, i.e. your overall aims and objectives.

d. What geographical area or wards does your service benefit?

(Central Harrow, Belmont, Stanmore, South Harrow, Rayners Lane, Wealdstone, North Harrow, Pinner, Kenton, Edgware, other areas; please specify):

.....

3. FUNDING PRIORITIES

	Please tick all that apply to your organisation	Please state how your organisation meets these criteria:
Economic Development in Harrow	<ul style="list-style-type: none"> ✓ People have better chances in life – with better access to training and development to improve their life skills. 	
An Improving Environment	<ul style="list-style-type: none"> ✓ Improve local biodiversity – active management of local sites. 	
Every Harrow Child	<ul style="list-style-type: none"> ✓ Reduce crime and anti-social behaviour amongst young people and provide support for young victims of crime ✓ Provide activities and services within the wider school community. 	
Culture, Communities and Identity	<ul style="list-style-type: none"> ✓ Enable people from different backgrounds to get on well together ✓ Increase adult participation in sport ✓ Increase engagement in arts ✓ Enable people to access local services through the provision of advice and support ✓ Reduce crime ✓ Reduce domestic violence ✓ Develop mutual support and independence within the community. 	

Health, Well-being and Independence	<ul style="list-style-type: none"> ✓ Sustain and improve the health and well-being of vulnerable people, i.e. older people, people with disabilities or terminal illnesses, etc. ✓ Provide employment opportunities or training for people with learning disabilities ✓ Provide sports and physical activity for children and young people ✓ Provide preventative mental health services for children and young people 	
The Future of Public Services and Democracy	<ul style="list-style-type: none"> ✓ Provide language support to people whose first language is not English (ESOL) ✓ Provide volunteering opportunities. 	

4. ACCOMMODATION DETAILS

a. Please indicate which type of accommodation you require:

Postal Address with Facilities Casual Use

Designated Desk Individual Office

NB *If this is an application to upgrade, please tick the appropriate level. If this is a first time application, then select Postal Address with Facilities and/or Casual Use.*

b. The Council encourages shared use of accommodation; are you prepared to share? YES/NO

If you are unable to share accommodation, please state why:

.....

.....

c. How do you propose to use the accommodation for which you are applying? (e.g. committee meetings, office work, etc)

.....

.....

- d. How often do you expect to use the Community Premises? (e.g. number of hours per day, number of days per week)

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5. DETAILS OF ACTIVITIES/SERVICES

Community Premises is provided primarily to carry out administrative duties by new and emerging groups.

- a. Please list below, the activities/services that will be provided at the Community Premises:

ACTIVITY/SERVICE/PROJECT	DAY, TIME & FREQUENCY HELD

- b. Is this a new Project/Activity/Service? YES/NO

- c. Who do you expect to benefit from the activities? Who are the main targets? (You must keep records of numbers as well as equal opportunities data on beneficiaries for monitoring purposes.)

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- d. What are your expected outcomes? How will you measure and monitor these outcomes? How will you know if the project is successful in achieving what it sets out to achieve?

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6. DETAILS OF STAFF, VOLUNTEERS AND MANAGEMENT COMMITTEE

- a. Please give details of all staff/volunteers connected with the activities/project/service of your Organisation:

Job Title	Please indicate if post is currently funded or new	Source of Funding in 2010/2011	Hours p.w.

- b. Please indicate the number of volunteers you have:
.....
- c. Please state the estimated volunteer hours worked per week:
.....
- d. How often does your Management Committee meet?
.....
- e. Total number of members on your Management Committee:
.....

7. GENERAL AND FINANCIAL INFORMATION

a. What is the total annual income and expenditure for your Organisation?

Please use figures from your most recent annual accounts or projected cash flow forecast (in respect of new/emerging organisations) if no annual accounts exist.

12 months covered by accounts or forecast from to.....

INCOME	AMOUNT (£)	EXPENDITURE	AMOUNT (£)
Government Grants		Salaries & Wages (including London Weighting & Employer NI)	
Local Authority Grants		Telephone & Fax	
Donations from businesses		Postage	
Grants from Trusts		Rent & Room Hire	
Fundraising		Printing & Stationery	
Rents, sales, charges		Gas/Electricity/Utilities	
Big Lottery		Repairs & Maintenance	
All other sources (please specify):		Training & Education	
		Transport & Travel Expenses	
		Volunteers Expenses	
		Legal & Professional Fees	
		Equipment	
		Publicity	
		Other Costs (please specify)	
TOTAL INCOME		TOTAL EXPENDITURE	

b. Do you have a Reserves Policy? YES / NO If YES, please attach the policy.

If YES, please give a reason for the reserves:

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8. GRANTS & FUNDING RECEIVED 2010/2011

Please list all funding that you have received during the financial year 2010/2011.

NAME OF FUNDING BODY	AMOUNT RECEIVED (please state amount p.a.) £	NUMBER OF YEARS FUNDING PROVIDED	NUMBER OF YEARS LEFT TO RUN/EXPIRY DATE	PURPOSE OF FUNDING

9. ADDITIONAL INFORMATION

Please give any other information that you feel may be relevant in support of your application. (Continue on a separate sheet if necessary.)

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10. DOCUMENT CHECKLIST

You must enclose the following documents with your grant application (please tick boxes)

- A constitution / memorandum and articles of association / deeds of trust / other governing document
- Equal Opportunities Policy
- Health and Safety Policy
- Policies for the protection of children and vulnerable adults (if relevant)
- Names and home addresses of management committee members
- A full set of accounts for the year ending 31st March 2010 signed by two management committee members, of whom one must be the Treasurer
- Reserves Policy (if applicable)
- Bank account details in the organisation's name (sort code, account number and names of signatories).
- Public Liability insurance and other relevant indemnities procedures.
- References from 2 professional references from agencies that have worked with your organisation and are able to comment on the group's services or activities. Referees cannot be Harrow Councillors or Harrow Council Officers due to potential conflict of interests.

11. DECLARATION

WE DECLARE THAT ALL INFORMATION GIVEN IN THIS APPLICATION ON BEHALF OF THE ORGANISATION IS CORRECT AND COMPLETE TO THE BEST OF OUR KNOWLEDGE, AND ACKNOWLEDGE THAT IF HARROW COUNCIL AGREES TO ALLOW US USE OF THE COMMUNITY PREMISES, THIS WILL BE USED EXCLUSIVELY FOR THE PURPOSES DESCRIBED.

Two signatures are required on this application. One of them must be a trustee/management committee member.

PRINT NAME:	SIGNED:
POSITION IN ORGANISATION:	DATE:

PRINT NAME:	SIGNED:
POSITION IN ORGANISATION:	DATE:

PLEASE ENSURE YOU KEEP A COPY OF THIS FORM

To discuss your application, please contact the Community Premises Co-ordinator on 020 8426 4531 or e-mail community.premises@harrow.gov.uk



GUIDANCE NOTES FOR COMMUNITY PREMISES APPLICANTS

Please read the following notes carefully before completing your application form for Community Premises accommodation to ensure that your organisation is eligible and that your activities match the Council's funding priorities.

A. Qualifying Conditions

Organisations must meet the following conditions in order to apply:

- The organisation must deliver services for the benefit of people living, working or schooling in Harrow;
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation;
- The organisation must have no access to any other office accommodation (except in the case of the External Agency Booking Procedure);
- The organisation must set out in its application any existing funding provided, from whatever source;
- The organisation must not promote or oppose any political party;
- The activities the organisation provides must not be of a religious nature;
- The organisation must demonstrate that it is a voluntary organisation and not a profit making concern;
- The organisation must demonstrate commitment to the Council's Equal Opportunities policy and have a Health & Safety policy and other policies relevant to its activities such as Child Protection and Vulnerable Adults policies;
- The organisation must agree to provide accounts for the previous financial year signed by two members of its management committee, of whom one must be the Treasurer.
- The organisation should provide two professional references from agencies that have worked with the organisation and are able to comment on the organisation's services or activities. Referees cannot be Harrow Councillors or Harrow Council Officers due to potential conflict of interests.

B. The Council's Funding Priorities

The Council's Funding Priorities are based on those outlined in the Harrow Sustainable Community Strategy, agreed by Harrow Strategic Partnership. These priorities will be used to assess applications for Community Premises accommodation. Applicants will need to demonstrate that their proposed services/activities address one or more of the following priority areas:

- **Economic Development in Harrow**
- **Every Harrow Child**
- **Health, wellbeing and Independence**
- **An improving Environment**
- **Culture, Communities and Identity**
- **The future of public services and democracy**

C. Criteria for the use of the Community Premises

In addition, applicants for accommodation at the premises must satisfy the following criteria and conditions:

1. The Community Premises are primarily for new and emerging organisations.
2. The main purpose of the Community Premises is to support community development initiatives, and priority will be given to organisations delivering services that meet the priorities identified in the Harrow Sustainable Community Strategy 2009-2020, agreed by Harrow Strategic Partnership.
3. All users will be subject to monitoring, and their use of the Community Premises will be evaluated to prioritise the allocation of accommodation. Users will be assessed and monitored in accordance with agreed monitoring requirements (Section G). Those organisations which fail to comply will be moved on to the 3-stage Monitoring Process, which could ultimately result in the organisation's Facilities Use Agreement being terminated.
4. Organisations that have their own premises but wish to make use of the meeting/counselling rooms may do so under the External Agencies Booking Procedure (information can be provided from the Community Premises Co-ordinator).
5. Decisions to exclude an organisation are taken by Members, but officers are authorised to suspend an organisation until that decision is taken.

D. Categories of Use

There are four categories of use: postal address with facilities, casual use, designated desks, and individual offices. All users are entitled to up to three keys or entry cards (which are time-limited) per organisation and are able to access the premises during the opening hours of 9 a.m. to 10 p.m. Monday – Saturday and 9 a.m. to 6 p.m. on Sundays.

Facilities Available	Category of Use			
	Individual Office	Designated Desk	Casual Use	Postal Address with Facilities
Postal address	✓	✓	✓	✓
Allocated office space	✓	✓	X	X
Use of casual office space	X	X	✓	X
Allocated storage space (filing cabinet)	✓	✓	✓	X
Installation of telephone line	✓	✓	X	X
Installation of computers & other equipment	✓	✓	X	X
Photocopying facilities/limited number of copies	✓	✓	✓	✓
Use of meeting/counselling rooms (pre-booking required)	✓	✓	✓	✓
Use of ICT. room (pre-booking required)	✓	✓	✓	✓

New users – probationary period

All new users will be subject to a six-month probationary period. New organisations that comply with all the Conditions of Use (Section F) and monitoring requirements during the first six months will have their Facilities Use Agreement extended until the end of the relevant term.

E. Criteria for allocation of space

The Grants Advisory Panel has decided that allocation of premises should primarily be based upon the value that the people of Harrow obtain from organisations using the premises. To this end, all user groups are required to complete a simple form showing the performance of their organisation every three months.

Organisations will have to show

- ✓ That their work benefits Harrow's communities
- ✓ That the organisation can make use of the facilities that have been requested.
- ✓ Information that measures usage and how the facilities will be used in the future.

Minimum Usage Requirements

To warrant an organisation being allocated **Postal Address with Facilities** category it must be able to **collect its mail at least once a fortnight**. Harrow Council reserves the right to request on demand sight of mail received by an organisation using the postal address only. This will be monitored on an ad-hoc basis as deemed appropriate by Harrow Council.

To warrant an organisation being allocated **Casual Use** it must be able to occupy the casual use space for **at least 1 hour per week**

To warrant an organisation being allocated a **Designated Desk** it must be able to occupy the desk for **at least 5 hours per week**

To warrant an organisation being allocated an **Individual Office** it must be able to occupy the office for **at least 35 hours per month**

F. Conditions of use

1. All users will be required to sign a Facilities Use Agreement, which outlines the responsibilities of both the Council and the Organisation.
2. Keys/entry cards will be issued to all organisations. Key/card holders will be able to use the premises seven days a week within the times specified in the Facilities Use Agreement.
3. All visitors and users are required to log in and out of the premises.
4. Keys to the premises are given to users solely for the use of their organisations and must be signed for by individual members of the organisations.
5. Users are required to abide by the code of conduct and the complaints procedure of the premises (Appendices 1 and 2 of the Community Premises Handbook).

6. Failure to comply with any of these conditions may result in movement to 3-stage monitoring or immediate termination of the Facilities Use Agreement.

G. Monitoring Requirements for the use of the Community Premises

- 1a. Collection of mail at least once a fortnight (only for users of 'Postal Address with Facilities' category).
- 1b. Record of weekly office usage using the Attendance Monitoring Form (for users with Casual Use, Designated Desk and Individual Office)
2. Submission of Quarterly Monitoring Forms, which will include information on:
 - Organisational changes
 - Organisation's activities
 - Council priorities that have been met
 - Developments and achievements
 - Grants applied for and awarded
 - Areas where support is required
 - Users with Postal Address and Facilities use must provide a quarterly report of the type and quantity of mail received.
3. Attendance at quarterly Community Premises User Group meetings
4. Submission of annual accounts
5. Annual submission of valid public liability insurance certificate
6. Annual review of health and safety policy
7. Annual up-dating of relevant policies provided to the Council.
8. Annual submission of Equalities monitoring information.

New user organisations that fail to comply with these monitoring requirements will not have their 6-month Facilities Use Agreements extended. Other user organisations that fail to comply will be moved onto the current 3-stage monitoring procedure as outlined below:

Stage 1 – Consultation meeting with the Community Premises Co-ordinator to discuss usage and monitoring requirements and any problems/issues faced in meeting them. The outcome of the meeting would be to agree a way forward for the organisation that helps them meet their user requirements, which could be a re-grading of its current accommodation.

If there is no improvement within two months of Stage 1 or the organisation does not attend the consultation, they progress to stage 2:

Stage 2 - An initial written notification will be issued highlighting failure to meet the usage/monitoring requirements. A further consultation meeting with the Co-ordinator will be offered to review issues or agree a re-grading of usage.

If there is no improvement within two months of Stage 2 they progress to stage 3:

Stage 3 – A final written notification will be sent with a further three months to improve, with another opportunity to meet with the Co-ordinator to resolve concerns or agree re-grading of accommodation. If there is no improvement at the end of a further three-month period a report will be presented to the Grants Advisory Panel.

External Agency Booking Procedure

Organisations that have their own accommodation and just wish to make use of the Community Premises meeting room and/or counselling rooms for meetings, training sessions or outreach work with individuals can do so through the External Agency Booking Procedure. These organisations must be registered charities, organisations providing outreach services or groups that are part of umbrella organisations and must meet the Qualifying Conditions.

Bookings made under this Procedure are subject to availability of the accommodation and cannot be made more than 3 months in advance. **Block bookings, where rooms are booked for a number of weeks at a time, cannot be accepted.** External Agencies may only use the premises when the Co-ordinator or other Council representative supervises the building. This would normally be mornings and afternoons Monday-Friday.

All users will be required to sign an annual Agreement and abide by the code of conduct and complaints procedure of the premises. Before using the accommodation users must make arrangements with the Co-ordinator to undergo induction training including health and safety and evacuation procedures.

Organisations will be monitored each time they use the accommodation to ensure that they are present and using it for the purposes stated. Organisations that fail to attend without prior notice when bookings have been made may jeopardise future bookings.

External Agencies will be required to complete an annual registration form to use the premises and their usage will be reviewed on an annual basis.

Appendix 3

LONDON BOROUGH OF HARROW
COMMUNITY & ENVIRONMENT



FACILITIES USE AGREEMENT BETWEEN

THE LONDON BOROUGH OF HARROW
AND

XXXXXXXXXXXXXXXXXXXXXXXXXXXX (The Organisation)

FOR THE PROVISION OF ACCOMMODATION (CASUAL USE)
AT
THE COMMUNITY PREMISES, 27 NORTHOLT ROAD, SOUTH HARROW, HA2 0LH

Community & Environment, Grants Unit, Harrow Council,
PO Box 57, Civic Centre, Station Road, Harrow, HA1 2XF

**FACILITIES USE AGREEMENT FOR ACCOMMODATION AT COMMUNITY PREMISES
(CASUAL USE)**

This Agreement is made on 1st April 2010

Between:

**The London Borough of Harrow (Community & Environment), Civic Centre, Harrow
Middlesex, HA1 2UW (the "Council")**

And:

**XXXXXXXXXXXXXXXXXXXXX , (c/o The Community Premises, 27 Northolt
Road, South Harrow, Middx HA2 0LH) (the "Organisation").**

**(THE COUNCIL AND THE ORGANISATION SHALL TOGETHER BE REFERRED TO AS
THE "PARTIES").**

1. BACKGROUND:

- 1.1 The Council owns ground floor offices at 27 Northolt Road, South Harrow, HA2 0LH, which is made available as community premises accommodation (the "Premises").
- 1.2 The Premises comprise individual offices, meeting room, counselling rooms, resource room, communal offices, storage rooms, photocopying room, and ancillary facilities (kitchen, toilets etc.).
- 1.3 The Premises are made available to some community/voluntary organisations to carry out administrative duties for services and activities for the benefit of people living, working or schooling in Harrow.
- 1.4 The Council makes available to eligible community organisations the use of individual offices or other desk space in one of the communal offices.
- 1.5 The Council whether providing offices or desks does not intend to create the relationship of landlord and tenant with any occupier. The Organisation accepting an offer of accommodation does so on the basis that it becomes a licensee without rights to exclusive possession of any space or room and that it is clearly understood that it is purely for use of facilities, including accommodation, lighting, heating, furniture, photocopier, kitchen, etc.

2. RESPONSIBILITIES OF THE COUNCIL:

- 2.1 The Council agrees to supply the facilities outlined below (the "Facilities") to the Organisation for a period from 1st April 2010 until 31st March 2011 on every day of each week (provided that any such date does not fall on a public holiday) between the hours of 9.00am and 10.00pm on Monday to Saturday inclusive and between 9.00am and 6.00pm on Sunday (subject to the Organisation only using the Facilities as offices for interviewing and meetings on the days and times agreed):

- The use of a desk in a communal office at the Premises;
- The use of a photocopier;
- The use of the Premises as an official address for business/charitable purpose;
- Permission for the Organisation to admit a reasonable number of persons to the Premises;
- Permission for the Organisation to use the kitchen, toilet and washing facilities, the meeting and counselling rooms.

2.2 The Council further agrees:

- To maintain the Premises in a reasonable and clean condition with light and heating as reasonably necessary;
- To pay the Business Rates attributable to the premises.

3. RESPONSIBILITIES OF THE ORGANISATION:

3.1 The Organisation agrees:

- Only to use the Facilities for the purpose of the Organisation in accordance with the representations made to the Council, and not for any personal, private business or other use;
- To fully commit to usage of their allocated accommodation for a minimum of 1 (one) hour per week;
- Only to use the Facilities as an administrative base, including interviewing and meetings on the day(s) and at the times agreed;
- Not to damage the Premises or any equipment, fixtures or fittings in, at or on the Premises, and in the event of damage by the Organisation or any person visiting, immediately on demand to pay the Council the cost of repairing or replacing as necessary;
- Not to permit smoking anywhere in or on the Premises;
- Not to use or permit visitors to use amplification equipment or to use offensive language or to do anything at the Premises, which is or may become, or the Council reasonably considers may be or become a nuisance or annoyance to other users of the Premises or the occupiers of the flats above the Premises;
- To observe any requirements the Council makes known to the Organisation for preventing obstructions and saving energy, including the closing of windows and entrance doors;
- To observe the rules of building management as notified from time to time;
- That this Agreement is personal to the Organisation and may not be shared with any other person or organisation or transferred or assigned without the prior written consent of the Council;
- To appoint a representative to the Community Premises User Group and to inform the Council of the representative's name.

3.2 The Organisation further agrees to ensure:

- That its books of account and other financial records including bank statements shall be made available for inspection by the Authorised Officer of the Council on request;

- That annual accounts are made up promptly at the end of its financial year and in any event within three months of the year end;
- That a copy of its annual accounts is made available to the Authorised Officer of the Council as soon as it is available;
- That all questions from the Council about books of account and other financial records and annual accounts are promptly answered;
- That any material changes affecting the finances or activities or management of the Organisation are disclosed promptly to the Authorised Officer of the Council;
- That regular monitoring information required under the Criteria for the use of the Community Premises is submitted promptly (by the set deadlines) to the Authorised Officer of the Council;
- That where the Council is making grant aid available, to comply with all conditions relevant to that grant and to ensure that all funds are managed properly and in accordance with the Statement of Recommended practice for Accounting by Charities.

4. RESPONSIBILITIES OF THE PARTIES:

4.1 The Council and the Organisation agree:

- The Council's representative at the Premises shall have day to day responsibility for the smooth running of the Premises including entry and reception arrangements, post distribution, door locking and resolution of disagreements between one community organisation and another;
- The Organisation's representative will attend every Community Premises User Group meeting and will ensure that such duties as are allocated to the Organisation are carried out in a professional and co-operative way;
- That the Council shall be entitled to terminate this Agreement and require the Organisation to vacate the Premises if, in the Council's view, the Organisation is in breach of any of the conditions contained in this Agreement. The Organisation shall, in any event, vacate the Premises on expiry of this Agreement unless the Parties agree to renew it;
- That the Council, reserves the right at any time to require the Organisation to move to alternative accommodation within the Premises.

5. DURATION OF THE AGREEMENT:

5.1 This Agreement shall commence on 1st April 2010, and will remain in force until 31st March 2011.

5.2 All new users will be subject to a six-month probationary period. New organisations that comply with all the Conditions of Use and monitoring requirements during the first six months will have their Facilities Use Agreement extended until the end of the relevant term

5.3 Any variation to this Agreement or extension of the term will be recorded in writing and signed by the Parties.

5.4 This Agreement embodies the complete Agreement between the Parties and supersedes all other understandings and written agreements relating to the matters referred to.

6. TERMINATION:

- 6.1 This Agreement may be terminated by the Council or the Organisation by not less than four weeks written notice to the other Party given at any time and without liability for compensation.
- 6.2 On expiration of this Agreement or earlier termination, any property belonging to the Organisation which is at the Premises, must be promptly removed.
- 6.3 Failure to remove any property belonging to the Organisation which is at the Premises following expiration of this Agreement or earlier termination, shall entitle the Council, in its absolute discretion, deal with such property as it thinks fit.

7. INSURANCE:

- 7.1 The Council shall insure the building and maintain public liability for its own needs, but the Organisation is responsible for taking out and maintaining throughout the term of the Agreement, its own public liability insurance and insurance for its property at the Premises.

8. AUTHORISED OFFICER

- 8.1 The Authorised Officer, for the purpose of this Agreement, shall mean the Council's representative based at the Premises.

SIGNATURES

IN WITNESS of which the Parties have signed this Agreement the day and year first before written.

SIGNED for and on behalf of the **LONDON BOROUGH OF HARROW (the Council):**

Signature:

Print Name:

Position in Council:

Date:

SIGNED for and on behalf of the **XXXXXXXXXX (the Organisation):**

Signature:

Print Name:

Position in Organisation:

Date: