

E. Criteria for allocation of space (REVISED VERSION)

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 week**