Housing Community Facilities Information Required

(A) Core Details

Specific ID

Facility name

Address 1

Address 2

Post code

Facility Type (Hall or Room) + GP, faith, voluntary building, community centre, etc

Ward Name

Priority neighbourhood name

Principal contact

Secondary contact

Tel No'

Fax

E-mail

Building Ownership

Lease/Tenure Details

Website

(B) Building Assets

Description of building

Fully DDA

Disabled Access

Capacity of main hall/room

Capacity of Second room (if applicable)

Meeting rooms

Office space to hire & facilities (Desk, phone, PC, fax etc)

Bar (incl details of licence)

Size of Main Hall/Meeting room

Size of secondary rooms

Size of bar

Size of Kitchen

Kitchen available for hire?

Size of meeting rooms

Number of wc's including disabled

Changing facilities

Details of rooms / store rooms unable to access

Is there adequate fire fighting equipment on site

Fire alarm

Smoke detectors

Clearly marked first aid box

Accident book

(C) Facilities

Facilities for hearing impaired

Facilities for visually impaired

Childcare facilities (creche - hours, conditions of use, no places, fees)

Outdoor space

Sports facilities

Other Resources and furnishings available (I.e. tables, chairs, TV etc)

Performance /exhibition space

ICT facilities

Car parking (no spaces, booking arrangements etc)

(D) Management

Sole or joint responsibility for running facility

Separate management committee for Hall than that of TRA

Details of security arrangements

Responsibility & frequency of H &S audits

Responsibility for premises management

Responsibility for day to day maintnenace

Comments about condition of premises

Fire safety certificate and frequency of checks

Public Liability insurance (incl details of amount/type)

Burglar alarms?

Future Plans and needs (i.e. repairs, upgrading)

Which other TA's is it shared with

(E) Use of Hall/Room

Do you let hall /room to other groups and/or the public

Model agreements used?

Any policy about which groups can/cannot use the hall

Allow political groups access?

Allow religious groups access?

Do you have a scale of charges for lettings?

Current schedule of use Mon – Sunday, AM , PM and Evening (regular users)

additional availability for hire (times/days of week/holidays)

Access arrangements (booking, opening, closing)

Occasional activities hall used / available for (meetings, exhibitions, music etc)

Activities *not* permitted and reasons

Obstacles to greater use of hall / facilities (real or perceived)