HIRING A SPACE IN THE LIBRARY
LETTINGS POLICY

Reviewed and Updated 24 January 2026

Northfields Community Library is a volunteer-led, independent registered charity, set up to save the library from closure in 2019. All the money we raise goes directly to the provision of our service for the residents of Northfields.

How we use our premises is important to supporting our mission at Northfields Community Library (NCL). Our **vision** is to create a vibrant and welcoming library that provides a place for everyone, recognising the diversity of the local community, particularly in terms of age and ethnicity. Our **mission** is to create more reasons for residents to visit the library regularly – for reading, for study, as social space, and to learn new skills.

To develop and extend use of the premises, we can offer space to local organisations for mutually beneficial projects on a partnership basis, without charge, during library opening hours.

In addition, organisations can hire space in the library as follows:

During opening hours: private office space for confidential interviews or small meetings. This is especially useful if organisations would like clients to meet them in a neutral, public space

Out of opening hours: space for a small group activity using tables and chairs within the existing furniture layout; or opening a larger space by moving bookshelves and other furniture

The library is not available for hire by individuals, for personal use or purely social events. Furthermore, the terms of our lease do not allow us to hire the space to religious or political organisations. Organisations hiring the library should have appropriate public liability insurance.

The organisation must identify a representative who will sign the Premises Hiring Agreement and accept full responsibility for observing in all respects the Terms and Conditions set out in the signed agreement. The representative must be 18 years of age or over and will be responsible for ensuring that the event complies with all legal requirements including, though not exclusively, copyright, food safety and safeguarding.

When the library is hired out of opening hours, our partnership with Ealing Libraries means that hosts from the Community Library team must be present to open and close the premises. Where volunteer hosts are not available this may incur an additional charge. While we welcome all local groups without discrimination, the Trustees reserve the right to refuse to hire the library if no suitable person can be found to open and close the premises or if they have any concerns about a letting interfering with the smooth running of the library or disturbing the local community.

Hirers are expected to respect the building and its contents ensuring these are left in the condition in which they are found. Failure to do this will normally incur a financial charge to cover the cost of any necessary repair or cleaning.

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HIRING RATES

Type of letting	Times available	Community hourly charge	Non-community hourly charge
Private office space	During opening hours (see website)	£25	£35
No change to layout	Mondays, Fridays, Sundays and after 7.30pm	£25	£35
Library opened by moving bookshelves	Mondays, Fridays, Sundays and after 7.30pm	£35	£50

Reductions for a series of bookings paid in advance
There will be a reduction of 20% for a series of 5 or more bookings paid for in advance.

Reductions for smaller groups where no change to layout is required:
Out of hours
Local charities and community groups where a member of the organisation is a trained Northfields Community Library volunteer who can open and close the library and host the event £15 per hour

During library opening hours
Private or commercial groups; £25 per hour
Community groups, homeschooling or informal tutorial groups: by prior agreement, no charge, but we ask for a donation.

During library opening hours, the maximum group size is 8, and bookings must be made in advance by filling in the form on our website at https://northfieldscommunitylibrary.org.uk/venue-for-hire.
Groups must work in shared areas and respect other library users.

Policy and procedures agreed by Trustees on 24 January 2026