

**Denbighshire County Council**  
**Use of Library One Stop Shop rooms and spaces**

Libraries and One Stop Shop offer a space within the local community for Denbighshire's residents to access and receive services and information about services. They provide an informal, accessible, neutral non-designated space which may be more conducive than a more formal setting. Priority will be given to use which has a community benefit, rather than for business meetings.

**A) Free use:**

- Direct services for the benefit of the community, delivered by DCC and partner agencies eg Talking Points, OPUS, Citizens Advice Denbighshire, Grwp Cynefin, PCSO, Credit Union
- Activities involving clients or the general public such as self-help and support groups eg Cruse, Victim Support, GP exercise referral, DCC Occupational Health, Hafal,
- 1-1 appointments with clients where an informal public space is suitable
- DCC elected members' surgeries or 1-1s with constituents
- Information stalls, displays or exhibitions to raise the public's awareness of a service or campaign
- Events and meetings organised by the Library OSS eg reading groups, Bookstart, author events

Use for closed internal DCC meetings/training is not encouraged – priority is given to open use with a direct benefit to the public. Bookings for this purpose can only be made 1 month or less prior to the date needed.

**B) Discounted rate for local community groups / registered charities**

**£18.00 for a half day session (morning/afternoon/evening) within library opening hours**

Activities which qualify for the discounted rate would include

- Colleges & other educational groups / establishments e.g. Coleg Cambria, Llandrillo, U3A, Bangor University.
- Leisure classes run by a third party for own members e.g. Patchwork, Life Drawing, Adult art classes
- AM and MP surgeries
- Closed meeting or training event organised by public or third sector
- Fundraising events by community groups e.g. Cancer Research, Alzheimer's Society

*For new bookers only: If 10 or more sessions are booked and paid for in advance, a 20% discount will be applied. No refund if sessions are cancelled.*

Services and projects which are funded directly to provide a service (eg via grant funding) will be charged the discounted rate, or a specific charge will be negotiated by library management.

**C) Full hire rate for commercial bookings for private companies, profit making groups etc**

**£40.00 for a half day session (morning/afternoon/evening) within library opening hours**

e.g. Clarks shoes, Co-op, Nat West Bank etc

*If 10 or more sessions are booked and paid for in advance, a 20% discount will be applied. No refund if sessions are cancelled.*

Bookings for use out of library hours will be negotiated individually with library management.

Bookings can be made by contacting the individual library directly.

Applicable from January 1<sup>st</sup> 2018 for new bookings, and April 1<sup>st</sup> 2018 for existing and regular bookings. This policy and pricing structure will be reviewed annually.