



Policy Document

Community Window Space

Adopted: Policy, Governance & Finance Committee. Minute no:

Review Date:

- a. The window is for community use only; open to charities, groups or community organisations operating in Witney, or for the promotion of services to the benefit of Witney. No business or political organisations and all at the discretion of the Town Council (with its decision being final). Advertising for paid services is not permitted.
- b. Each let is for a two-week period. A longer booking can be discussed, again the Town Council has final discretion.
- c. There is no cost for the hire.
- d. All bookings must be made via the Town Council Reception.
- e. Groups are fully responsible for the safe setup and clearing of the space. They must ensure that individuals involved are physically able to access the space and that all setup/takedown activities follow safe working practices as outlined in the Council's Health and Safety guidance.
- f. Any display must adhere to health and safety rules; for example, no additional lighting, naked flames, aerosol cans, glass items or mirrors that may cause a fire risk. We cannot allow balloons or any items that may move about. Staff reserve the right to remove or direct the removal of any item(s) in the display that constitutes a risk to staff, members of the public and/or the building itself. All activities must comply with the Council's Community Window Space Risk Assessment and any guidance provided at the time of booking. A copy is available on request.
- g. The Community Window is located within a historic building, so the space comes with some unique measurements. The space is accessed from the rear of the window, via a step that is approx. 50cm high, this access point is 95cm wide and 176cm tall. The roof slopes down from 220cm at the back to 175cm at the front therefore a maximum height is 210cm. We strongly request that you arrange to view the space ahead of planning your display layout so that you can be sure of the dimensions.
- h. Nothing may be affixed to the window glass. We have some display equipment such as small easels of various sizes and book stands that may be of use to elevate items to eye-level which may be borrowed for the term of the display.
- i. For health and safety reasons, extra care must be taken when entering and exiting the display space, particularly due to the raised step and low ceiling height. We recommend that only individuals who are physically able to safely navigate the step and confined space

DRAFT

undertake the setup. Suitable footwear should be worn, and assistance should be used where needed. The Town Council accepts no responsibility for accidents or injuries sustained during access or egress. Groups must take full responsibility for the safety of anyone entering the space on their behalf. A two-step ladder is available from the Council and must be used to access the window space. It must only be used by competent individuals and checked for stability before use. A second person must always be present to assist and provide guidance while setup or takedown is in progress.

- j. In the event of an emergency, groups are responsible for ensuring that setup/takedown activities are suspended immediately and the space is evacuated safely.

We look forward to hosting your display. If you need help with anything, please ask.