



Title of Report:	Community Centre Booking Policy
Committee Report Submitted To:	Leisure and Development Committee
Date of Meeting:	17 February 2026
For Decision or For Information	For Information
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Resilient, healthy & engaged communities
Outcome	Citizens will have access to Council recreational facilities and protected natural environments which help them to develop their physical, emotional and cognitive health.
Lead Officer	Head of Sport & Wellbeing

Budgetary Considerations	
Cost of Proposal	n/a
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening YES	Screening Completed:	Yes/No	
	EQIA Required and Completed:	Yes/No	
Rural Needs Assessment (RNA) YES	Screening Completed	Yes/No	
	RNA Required and Completed:	Yes/No	
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	
	DPIA Required and Completed:	Yes/No	

1.0 Purpose of Report

The purpose of this report is to inform Members of the requirement to establish a policy for the booking of Council’s community centres to standardise the approach to booking applications, what bookings can be accepted, and what supporting documentation is required.

2.0 Background

- 2.1 Council currently has 18 community centres located across the borough; 12 are directly management by officers in Sport & Wellbeing (SWB), 6 are managed through Shared Management Agreements with local community associations. (**Annex A**)
- 2.2 Bookings for Council managed centres are coordinated by the Sport & Community Facility Managers, supported by the SWB Administration office. Bookings for facilities managed by a local Community organisation are submitted directly to them.
- 2.3 Shared Management agreements stipulate that the “User” (Community Association) will ensure that all Council policy and procedures are in place for such activities.
- 2.4 Community facilities operate on the basis that they are inclusive spaces and open for bookings which develop respect, understanding and tolerance of the cultural, historical and traditional diversity of the local residents.
- 2.5 Existing Council policies, such as Safeguarding, Insurance, Land & Property, also guide how booking requests are considered when submitted and what supporting documentation is required before a booking can be accepted.

3.0 Next steps

- 3.1 In recent times booking requests have become more diverse requiring officers to consider the appropriateness of the activity/event and whether they may conflict with the overarching requirement for such facilities to remain neutral in the eyes of our residents and not conflict with existing policies.
- 3.2 In order to provide surety in this respect for officers, and avoid confusion for potential users, the intention is to hold a Members Workshop to state the current operational protocols being applied, the range of corporate policies that must be considered, and examples of the different types of requests being submitted.
- 3.3 Officers will also engage with those Community Associations currently operating a Shared Management Agreement to make them aware of the next steps and seek their views on any proposals.
- 3.4 Following the engagement sessions, a report will be brought to L&D Committee, detailing a proposed policy for consideration and approval. Equality and Rural Needs screening will also form part of this process.

4.0 Recommendation

Members are asked to note the content of this report, with a date for the Members Workshop to follow.

Annex A

<u>Community Centres</u>
Articlave Portacabin (Community Managed)
Ballykelly CC
Ballysally CC
Ballybogey CC (Community managed)
Balnamore CC
Bushmills CC
Coleraine West CC
Dervock CC
Magilligan CC (Community managed)
Harpur's Hill CC
Millburn CC (Community managed)
Mosside CC
Peter Thompson Hall
Portballintrae Village Hall
Rasharkin CC (Community managed)
Sheskburn CC
Stranocum CC (Community managed)
Windyhall CC