

## Appendix 1

### Stage 1 questionnaire

Name of facility:		
Address of facility:		
Postcode:		
Parish:		

**If the facility fails to answer definitively yes to any of the questions below we do not consider them to be a community facility for the purposes of this audit and will not progress to Stage 2 full audit.**

Criteria questions:	Yes	No
Does the facility have a meeting space that any community group can access at all times including evenings and weekends?		
Does the facility have the necessary ancillary facilities to provide adequate services to the user groups?		
Is the facility open to all groups and community members regardless of faith, gender, ethnicity, sexual orientation and actively promote equality and diversity?		
Does the facility have a reasonable rate for hire for the community?		
Comments:		

## Appendix 2

### Stage 2 questionnaire



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL

## East Cambridgeshire Community Facility Audit

### ***Section 1 – Contact details***

Name of facility:		
Address of facility:		
Postcode:		

Telephone:		
Mobile:		
Fax:		
Email:		
Website:		

Contact person:		
Address:		
Postcode:		
Telephone:		
Email:		

## ***Section 2 – Ownership / Management***

### **2.1 Who owns the facility?**

--

### **2.2 What type of management structure runs the Facility?**

Club Vested in Parish:	
Club or Association:	
Company Limited by guarantee:	
Other: (Please specify)	

### **2.3 Does the centre/facility have any full/part-time/voluntary staff?**

If Yes, Please Specify:	
If No, Specify supervision procedures:	
Night time only:	
All day:	
As required:	
Not at all:	

Other, please specify:	
------------------------	--

2.4 What are the cleaning and maintenance arrangement of the facility?

Full-time/part-time:	
Voluntary:	
Other:	

2.5 Does the facility have a premises Licence?

Yes:		No:	
------	--	-----	--

2.6 If so does this include alcohol sale?

Yes:		No:	
------	--	-----	--

2.7 How much is the facility insured for if it needs to be replaced?

Up to £100,000	£100,000-£250,000	
£250,000-£500,000	£500,000-£750,000	
£750,000-£1,000,000	£1,000,000	

2.8 What is your annual premium?

--

2.9 What is the approximate annual GROSS running cost of the facility, including maintenance but excluding major repairs?

Up to £2,000	£2,000-£5,000	
£5,000-£10,000	£10,000-£15,000	
£15,000-£20,000	£20,000 +	

2.10 What is the approximate annual NET running cost of the facility, including maintenance but excluding major repairs?

Up to £2,000	£2,000-£5,000	
£5,000-£10,000	£10,000-£15,000	
£15,000-£20,000	£20,000 +	

2.11 Do you charge to hire your facilities? If so, please detail rates including off/on peak fluctuations:

2.12 Do your hire charges and rental income cover running costs?

Yes, with a surplus:	Generally breakeven:	
A slight deficit:	Significant deficit:	

### Section 3 - Facility history and development

3.1 When was the facility built?

Before 1850:	1850-1914:	
1914-1945:	1945-1975:	
1975-2000:	Since 2000:	

3.2 Has the facility partly or wholly been refurbished in the last 10 years? Please specify:

- 3.3 Are there any plans for redevelopment/improvements of this facility? If so, please provide details including estimated costs, sources of funding and expected time frames etc.

--

## Section 4 - Facility Users

- 4.1 What are the approximate population of the community served by your facility?

Up to 300	300-600	
600-1,000	1,000-1,500	
1,500-2,500	2,500-5,000	
5,00-10,000	10,000 +	

- 4.2 Roughly how many people use the facility from these groups each month

Under 5 years:	
5-18 years:	
18-25 years:	
25-65 years:	
65 years +:	
Estimated total annual usage:	

- 4.3 In an average week, how many hours is each room used?

	<10 hrs	10-20	20-30	30+
Main Hall				
Secondary rooms				

4.4 Do you monitor the diversity of the people that use the facility?

Yes		No	
-----	--	----	--

4.5 Do you have an equal usage policy in the centre?

Yes		No	
-----	--	----	--

4.6 Do you have a safeguarding children/child protection policy?

Yes		No	
-----	--	----	--

4.7 Do you have special discounts for low-income/unemployed?

Yes		No	
-----	--	----	--

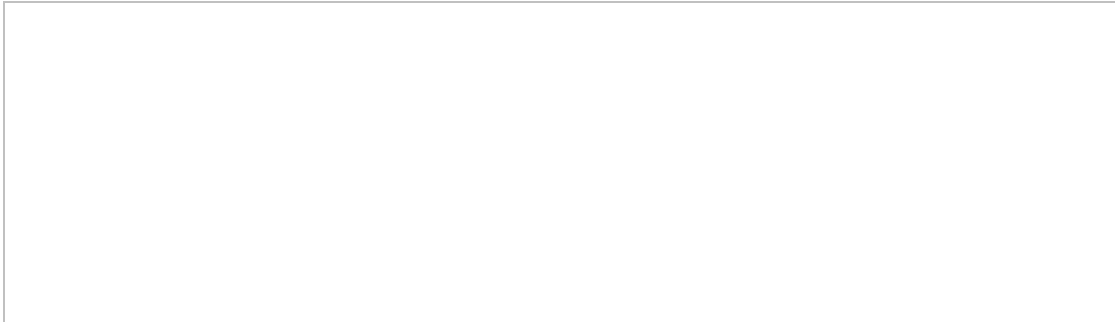
4.8 Please describe your current programmes and groups:

Group Name/Activity	Day/Time/Duration	Issues
E.g.: Youth Club	Fri, Sat 19:00-20:00	Very popular-not enough space

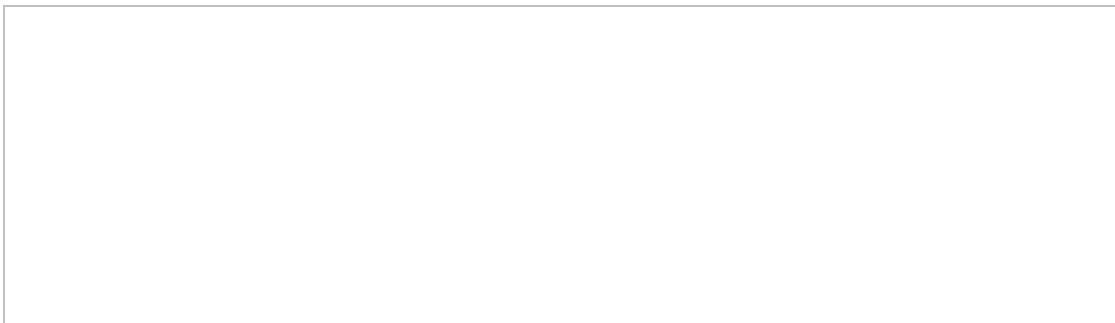

4.9 Are you aware of any particular demand for facilities or activities in your community? If so, please specify. If these activities cannot be accommodated in current facilities, please give reasons:



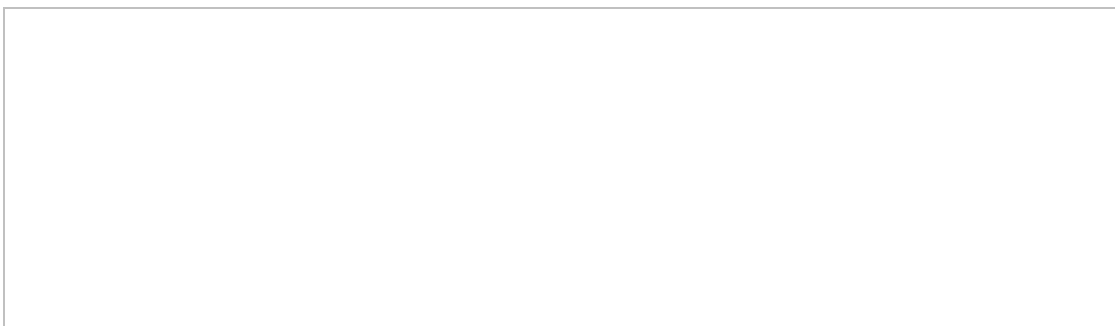
4.10 Please list any activities which have grown in popularity in recent years and now require more time:



4.11 Please list any activities which have reduced in popularity in recent years and now require less time:



4.12 If you have any other comments regarding your facility, needs, funding, or any wider issues, please make them below:



Many thanks for your time and assistance.