

Requests for free or reduced fee space at the Mansion



The Object of the King Edward VI College Site Foundation, which holds the Mansion, is described as follows:

A centre for the provision of facilities for the promotion of further education for the inhabitants of Totnes, and subject thereto for meeting, lectures, classes, physical exercise and other forms of recreation and other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the said inhabitants.

Trustees of the King Edward VI College Site Foundation are responsible for and committed to ensuring that the Foundations property is used to meet its charitable objective, and that it maintains the Mansion in a condition which enables organisations and individuals to undertake activities that meet the objective in a range of ways.

Using space at the Mansion

Organisations and individuals from Totnes and the surrounding areas are welcome to use the Mansion to further these objective, and in consideration of other individuals and organisations working as such within this community.

Organisations and individuals that are interested in **hiring space at the Mansion** for regular or incidental sessions should download and submit a booking form from the website <http://totnescommunity.org.uk/mansion/>

For organisations or individuals **seeking to lease space ongoing from the Foundation**, the announcement of an Expression of Interest process will be issued as offices and other space becomes available. This will be advertised, including through the regular newsletter provided by Totnes Community Development Society, who manage the Mansion on a day to day basis: <http://bit.ly/TotnesCommunityNewsSignUp>

A community building

Processes and procedures have been put in place to ensure that members of the community can use the Mansion safely, effectively and co-operatively without prejudice.

In order for the Mansion to remain in community use, the Foundation and its Trustees are reliant on users minimising unnecessary expenditure on administration, maintenance, utilities and repairs and booking and paying for space promptly.

The Mansion is a charity (King Edward VI College Site Foundation) and a Listed Building with a significant overheads. Those who can pay for space at the established rates should do so, as this income helps to enable the Mansion to function for the community as a whole. Space is provided at an affordable rate based on independently assessed market value in Totnes.

Trustees also recognise that the Mansion has a significant role to play in enabling the development of new, or otherwise unavailable activities and essential services in the Town, and facilitating local people to develop a range of much needed provision locally. To support those organisations and individuals who genuinely cannot afford the established rates for the space, the Foundation operates hire on a free or 'pay what you can' basis to trail, run or maintain activities which meet its charitable objective. Trustees consider requests in this way on a case by case basis. If you wish to request free or reduced fee space please complete this form:

<https://www.surveymonkey.co.uk/r/MansionRequest>

Date for review: June 2019