County Cavan Community Facilities Audit Report

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Acknowledgements

A sincere thank you is extended to all those who took part in this survey
by taking the time to complete and return the questionnaires.
This report would not have been possible to complete without your assistance.

Chapter 1 : Introduction and Background ....

1.1   Introduction

A key issue which arose during the consultation process undertaken by the Taskforce on Active Citizenship was the lack of community facilities in which to engage in community activities including those for voluntary, sporting, civic, or recreational purposes. As a result of this, the Report of the Taskforce on Active Citizenship (2007) recommended that an audit of all community facilities be undertaken by Local Authorities by the end of 2008 to establish a detailed country-wide database collected at a local level.

In mid 2008 the Department of Environment, Heritage and Local Government approached Local Authorities to undertake such an audit. In carrying this audit out for the Department, Cavan County Council decided to broaden the focus and carry out a more detailed and comprehensive survey on community facilities within the County. In this way further information around for example the management structure, usage and conditions of the community facilities could be gathered.

Problems exist in identifying and defining a true population of community facilities but none the less the audit was successful in capturing and authenticating the location of 88 indoor community facilities.

The sample of facilities captured during this auditing process provides a database of community facilities currently in use within County Cavan. It is recognised that this document is not a complete register of community facilities within the County however it is an acceptable starting point and a basis from which to progress the issue. The sample of facilities captured through this auditing process provides a database of community facilities which can be expanded on to include any new facilities built in the future.

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1.2   Purpose of the Audit

This report sets out to identify the number and distribution of community facilities within County Cavan. Only community facilities which are currently in operation were included within this audit. The report goes on then to look at issues such as ownership and management of the facilities, operations, their size and condition and what facilities and equipment are provided within the facilities themselves. Finally it examines who uses the community facilities, specifically looking at issues that can affect accessibility to facilities.

Because of the costs involved in providing and maintaining community facilities and the potential future demand in the area, it is important to have comprehensive data on the nature, extent and location of existing facilities. The planning for future demand for community facilities is also important because such facilities often form a major identity element of a neighbourhood or community as well as sometimes providing essential services for the community's businesses, employees, visitors and residents.

The results of this survey will assist Cavan County Council and other Development Agencies in identifying community facilities within the County and also identify where there are currently blackspots. As a result it will enable improved targeting of development efforts in the future through the collection of baseline information on existing infrastructure.

2.1   Definition of a Community Facility

Community is a broad concept which can be perceived in many ways. The term 'Community' is often used loosely to mean 'the population of a certain locality'. In reality, people may belong to several different communities at the same time, it may be a residential community, a working or visiting community or a community of interest.

The definition of a community facility is also a wide ranging term in that it can include 'anywhere that a group of individuals can hold their meetings' i.e. it can range from community hall to the back rooms of local pubs or schools etc. Community facilities provide opportunities for activities, sports and recreational events, social interaction and meeting spaces; all of which benefit the local community.

However this audit sought to narrow down such a wide ranging list. For the purpose of this report, the following definition is used to define a community facility, as stipulated by the Department of the Environment, Heritage and Local Government.

A 'community facility' is any indoor building or part thereof, which allows individuals to engage in active citizenship and where people gather to engage in voluntary activities of a civic or recreational nature with a view to creating a sense of community'.

The following requirements were used to determine the types of facilities to include in the Community Facilities Audit.

- They must be built indoor facilities (not necessarily purpose built)
- Their primary purpose must be for community activity
- They must be publicly accessible (either free or at a reasonable cost)
- They must be open to the community on a regular basis

In line with this definition of a community facility, various other facilities were excluded from the audit such as childcare facilities, schools, health centres, outdoor amenities, hospitals and libraries.

2.2 Identifying Community Facilities within the County

The community facilities included within the audit were identified and compiled from a number of sources including the Community and Voluntary Forum database and a local 'Directory of Services' which was jointly compiled by the Cavan County Development Board and the Cavan Citizens Information Service. It was also supplemented by desk research and the local knowledge of Development Officers in the Department of Community and Enterprise. Local Area Engineers within Cavan Local Authority where also asked to identify community facilities within their areas.

Problems exist in defining an accurate number of all community facilities within the County but none the less the audit was successful in capturing and identifying the location of 88 indoor community facilities.

2.3 Methodology

A questionnaire was drawn up in September 2008 which contained various sections to abstract information from the respondents around their community facility. Please refer to Appendix 1 for a copy of this questionnaire.

The questionnaires were posted out along with a self-addressed stamped envelope for respondents to return their completed questionnaires. Respondents were asked to reply by the end of October 2008. A competition was organised and community groups who returned their questionnaires on time were entered into a draw for a prize. It was hoped that this would encourage early return of the questionnaires. However only a limited number of questionnaires were actually returned on time and follow up phone calls were made on all the unreturned questionnaires in order to obtain a full response rate.

Information from all the returned questionnaires was inputted into the computer package MS Access for analysis.

All the community facilities were located on a map of the County. This was carried out using the computer package 'Geographical Information Systems' (GIS). This is essentially a computer software package which can be used for mapping data. The information captured in the audit was 'geo-coded' which is basically the process of assigning geographical co-ordinates to a feature. This enables a high level of accuracy in mapping the facilities within the County.

3.1 Distribution, Ownership and Management Facilities

The first section of the survey looked at the issue of who has ownership of the facilities and also who manages them. It also enquired into the operations of the facility. For a full listing of the community facilities which were included in the audit please refer to Appendix 2.

Distribution

Firstly we will have a look at the geographical distribution of the community facilities which responded to the questionnaire. This will indicate if the current provision of community facilities within the County is adequate. The map below displays where the facilities are based within the County and it can be clearly seen that there is a lack of facilities to the west of the County when compared with the central and east end. However the west of the County would not be as highly populated and therefore this should not serve as a particular disadvantage to the local communities in terms of accessibility to a community facility.


Distribution of Community Facilities in County Cavan
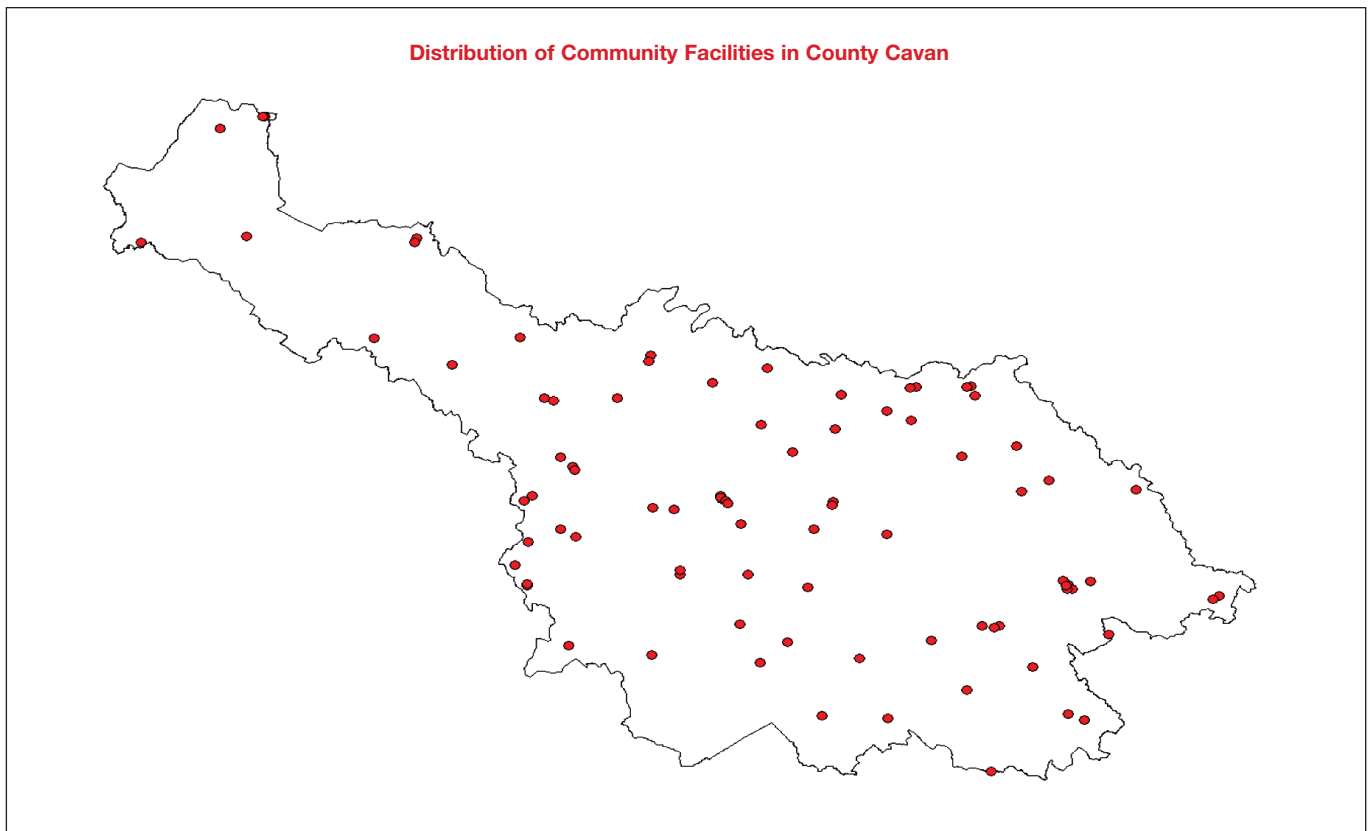
Ownership

In terms of who actually owns the community facilities Figure 1 below displays the results received. Of the 88 facilities surveyed there was an almost even mix of facilities which were community and church owned. However a slightly higher figure (51.14%) or 45 facilities were reported as being church owned.

Figure1: Who has ownership of the facility

Ownership of the Facilities

49%   51%

☐ Church Owned
■ Community Owned
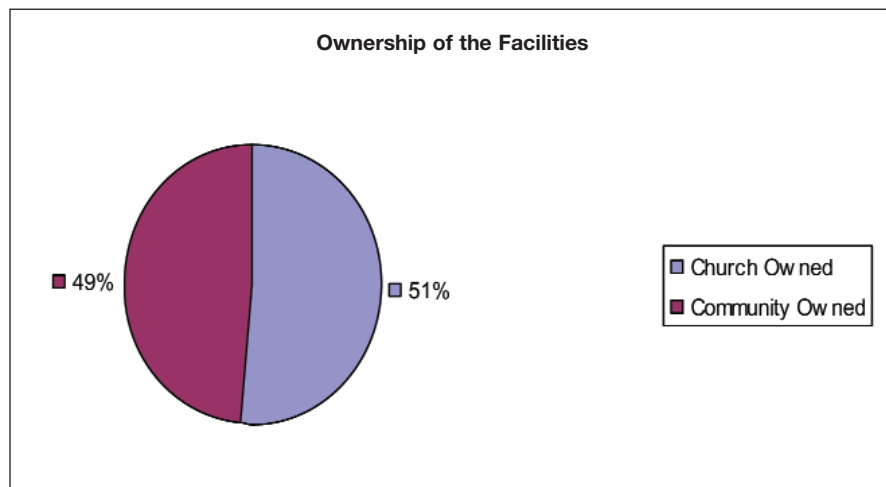
Management

There was quite a mixed response rate received for what type of management structure the facilities are under. Figure 2 shows that a 'club or association' was the most common management structure, which emerged from the facilities surveyed at 47.73%, followed by 'company limited by guarantee' at 29.55%.

**Figure 2: Management structure of the facility**

Type of Management Structure

2%
20%
30%
48%

☐ Company Ltd
■ Club or Association
☐ Club Vested in Parish
☐ Other
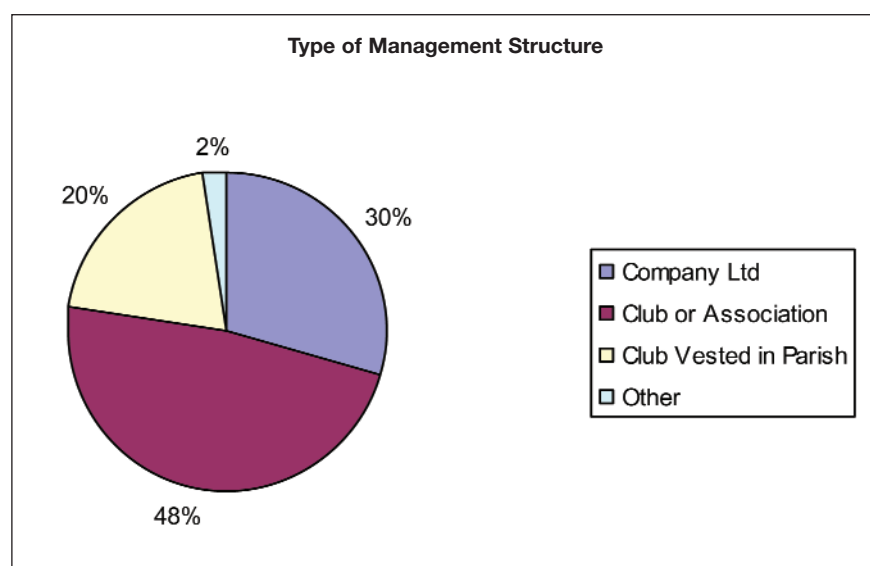
The option of 'vested in parish' was also offered within the questionnaire however the score received for this option was quite low, at 20.45% in comparison to the other results received. While many of the facilities may be actually owned by the church as Figure 1 highlighted, many of them are actually managed by a local community or voluntary committee which may not be necessarily affiliated to the local parish committee or church.

3.2 Operations and Insurance

Of the 88 facilities surveyed, 73.86%, that's 65 facilities said that they do have staffing arrangements in place be that on a paid basis (full-time/part-time staff), or voluntary basis while 26.14%, that's 23 facilities have no such arrangements in place.

Of the 65 facilities which have staff members the majority (64.77%) indicated that they have voluntary staff, with only 12.50% having full-time staff for their facilities as demonstrated in Figure 3.

Figure 3: Staffing arrangements
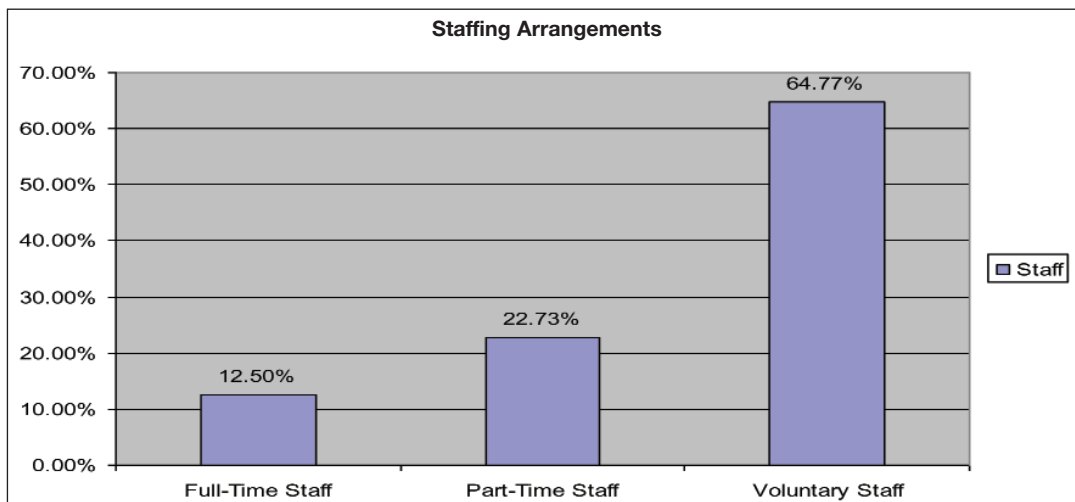
Please refer to Appendix 3 which provides more detailed tables breaking down the numbers of staff members facilities have.

The survey went on to ask the facilities with staffing arrangements in place to identify the roles of those staff members. Table 1 indicates the results received to this question.

Table 1: Roles of staff members

Roles	Number	Percentage
Manager	16	24.62%
Keyholder	45	69.23%
Maintenance	54	83.08%
Other Roles	18	27.69%

A full listing received under 'other roles' can be viewed in the Appendix 4.

All of the 23 facilities (26.14%), which indicated that they have no staffing arrangements in place said that the facilities are not supervised at specific times but only 'as required'.

Figure 4 below shows that of the 88 facilities surveyed 36.36% of the buildings are open 30 or more hours in a week, however nearly half, 47% (41 facilities) are only opened from 0 to 20 hours in a week which suggest a large amount of community facilities are currently being under-utilised.

Figure 4: Hours per week facilities are opened to the public
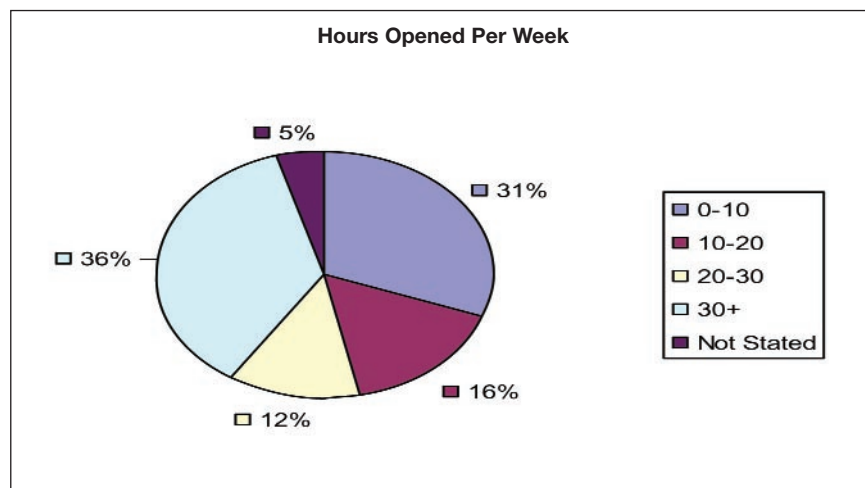
The vast majority, 79 facilities (89.77%), are open over the evenings/nights.

Figure 5: When is the facility opened to the public
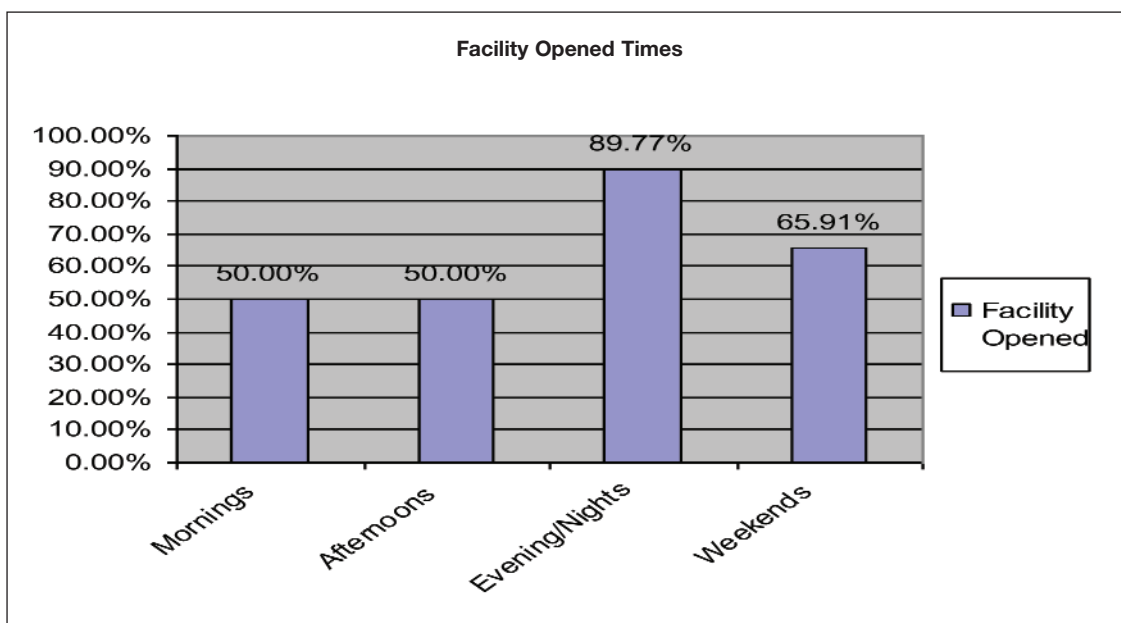
Type of Insurance

Nationally insurance costs for community facilities have escalated in recent years due to the number of claims that have been pursued through the courts, the rising profit margins of insurance companies and rising legal fees. In addition the cost of insurance premiums for facilities depend on the type of insurance selected, for instance

1. Public Liability – Often the most common type of insurance taken out on premises. This covers the insured's legal liability to compensate third parties for personal injury and or damage to or loss of property. It primarily covers risks relating to the premises and activities of the facility

2. Member-to-Member Liability – This is usually contained within public liability and extends to cover members of the community groups

3. Property Damage Cover - Physical loss or damage to insured property caused by 'All Risks Perils'

4. Product Liability - This provides protection against claims by third parties for property damage or injury caused where you are found to be negligent. Injury or damage may have its origin in defective manufacture, incorrect use of product, inadequate warnings, misleading labelling, wrong delivery etc.

5. Employers Liability - An employer is not an insurer of his staff, they are only liable for their injuries where there is a breach of duty at common law or under statute

6. Business Interruption -This covers against loss of income and or extra expenses incurred as a result of interruption or interference to a facility caused by damage to buildings or contents

7. Money cover - Loss or theft of money held on the premises

8. Burglary Cover - This covers loss or damage caused by burglary to a premises

In the survey the respondents were asked to specify the type of insurance that they have on their premises and the results are displayed in Figure 6.

Figure 6: Types of insurance cover facilities hold
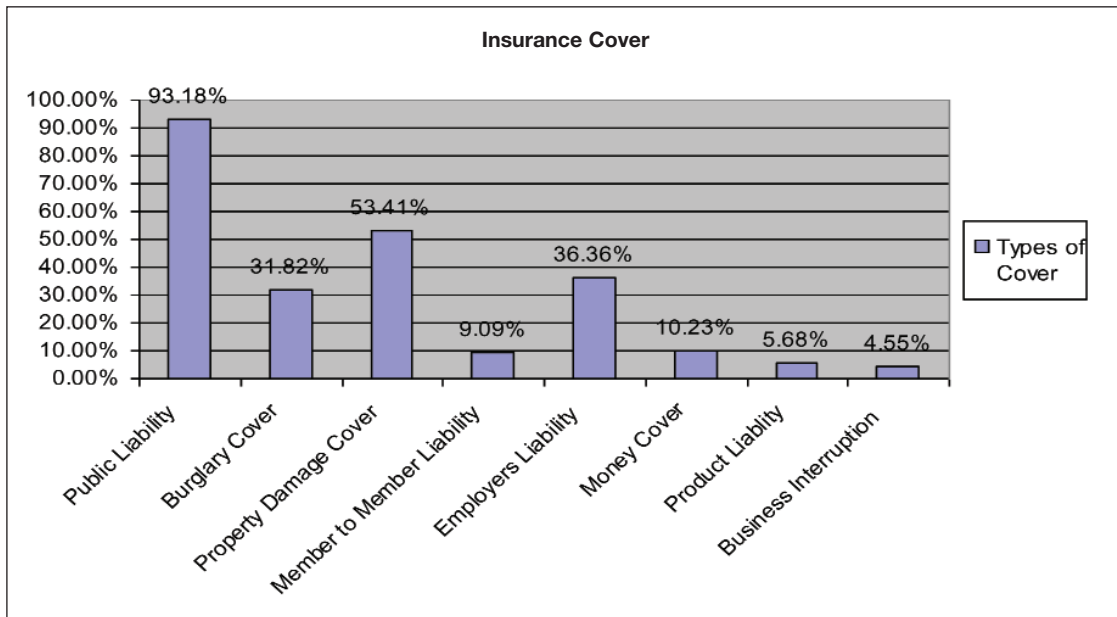
While the majority of facilities have 'public liability' insurance (93.18%) not all have 'property damage cover' (53.41%), while fewer still have 'member to member liability' (9.09%).

As Figure 7 displays there is a wide range of coverage the facilities have in terms of their limit of indemnity. The lowest limit of indemnity for a facility is €123,443 and the highest is €16,000,000. 25%, that's 22 facilities, have a limit of between 2 to 3 million.

Figure 7: Limit of indemnity of insurance cover
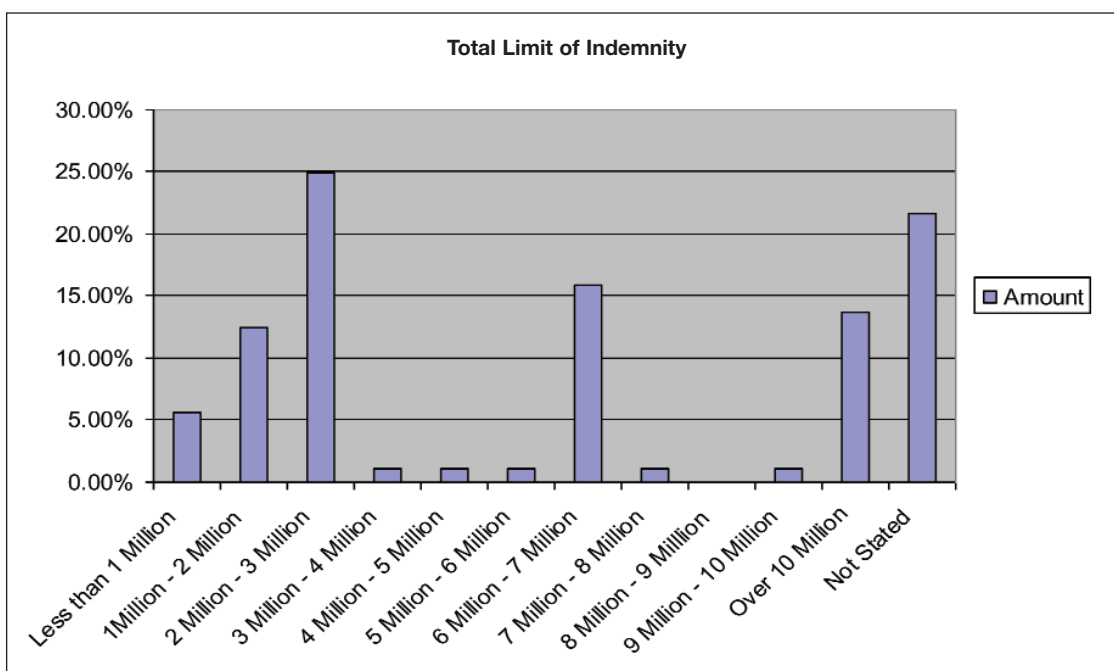
Figure 8 displays the full range of premiums paid by facilities to insurance companies. The average premium cost is €1,596/per annum and the annual premium costs ranged from €112 to €6,500. One fifth of the facilities pay between €1,001 to €1,500 per year.

Figure 8: Annual premium paid by facilities

Figure 9 shows the different insurance companies with which the facilities have taken out insurance policies. There are a wide range of companies used however the majority are covered by Allianz (29.55%), that's 26 facilities.

Figure 9: Insurance companies

3.3   Size & Condition of the Facilities

The section of the audit looked at how large the facilities are and how many people they could safely accommodate. It also focused on the conditions of the facilities which are currently being used around the County.
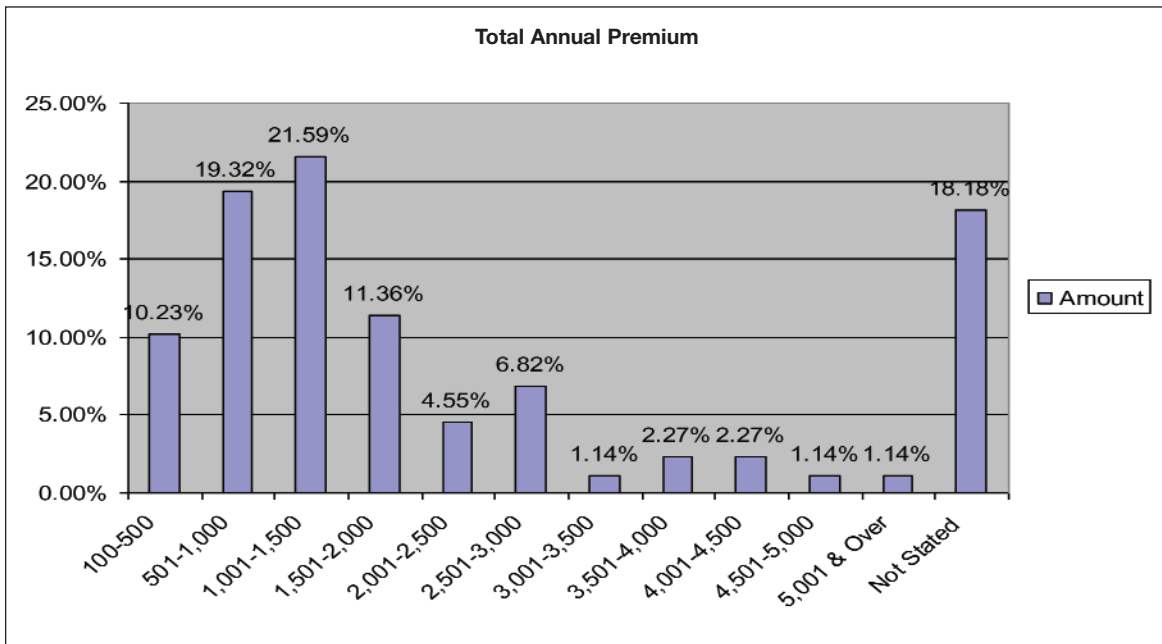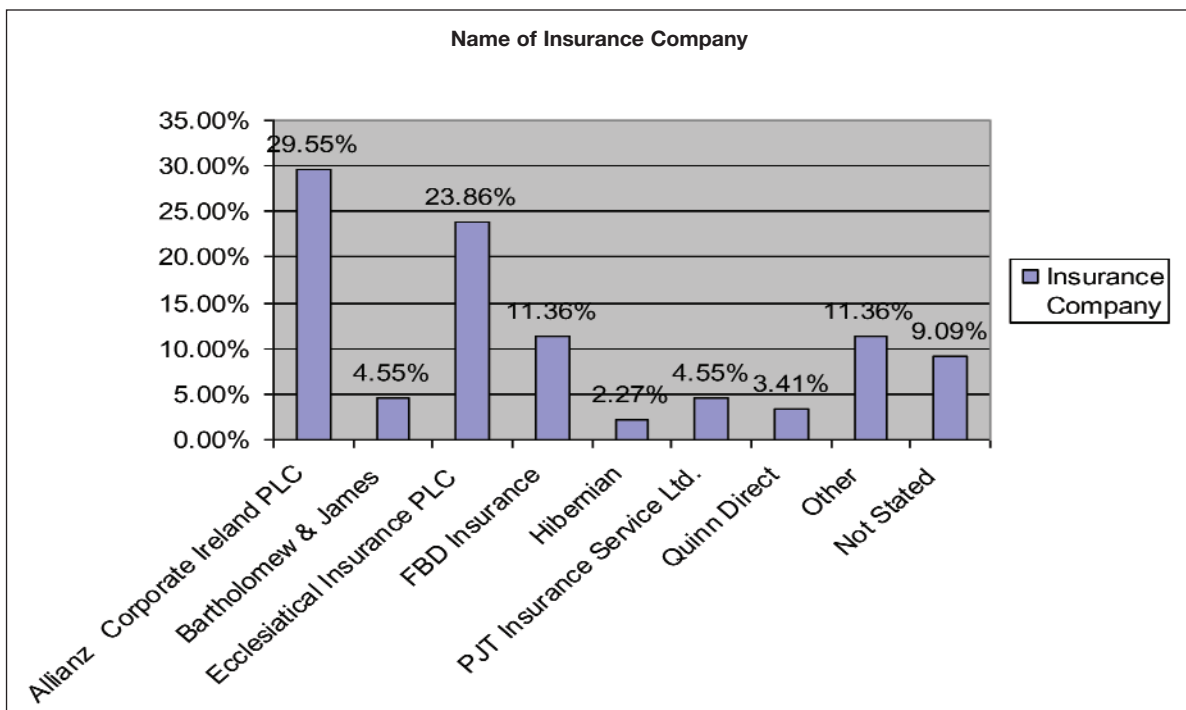
Size

Just over half of the facilities (57.95%), or 51 facilities are under 500 Sq Metres in total size.

Figure 10: Size of the facility
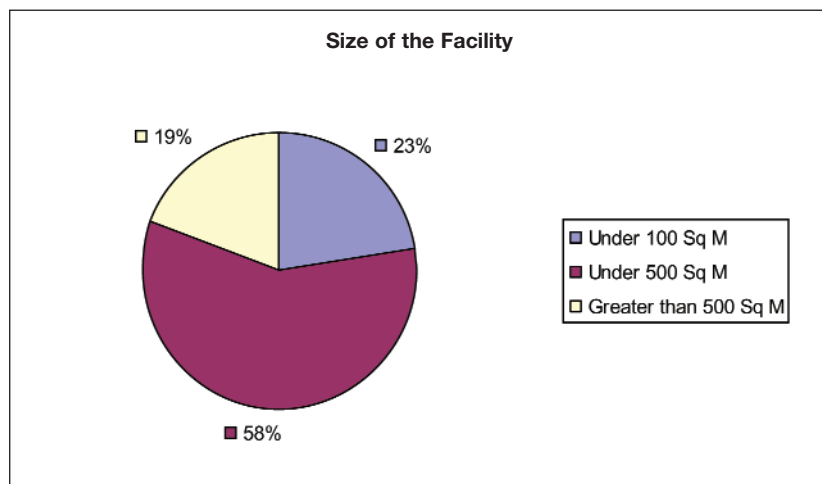
Almost all of the facilities (89.77%), that's 79 buildings, surveyed said that they have meeting space available for the community to use.

Of these facilities with meeting space, 25.32% (20 facilities) can accommodate up to 20 people, as Figure 11 below indicates. 20.25% (16 facilities) have rooms which have the capacity to hold over 50 people ranging in size from 70 to 1,500 people.

Figure 11: Capacity of meeting space
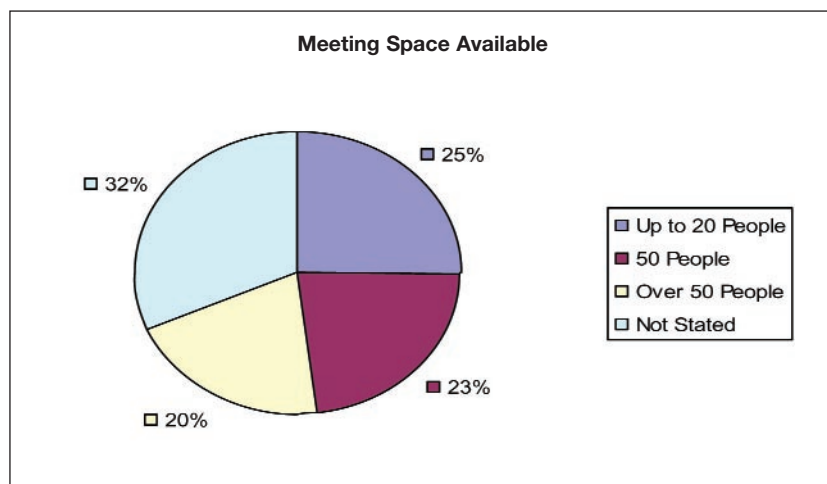
Condition

Figure 12 shows the trends in facility development. One of the oldest facilities was constructed in the 1400's and is interestingly still in use, however the majority of buildings (52.27%) were constructed between 1900 to 1999 with the majority of those being built in the later end of this period. Over this period opportunities for the funding of community structures would have been becoming more readily available.

Figure 12: Year the facility was build
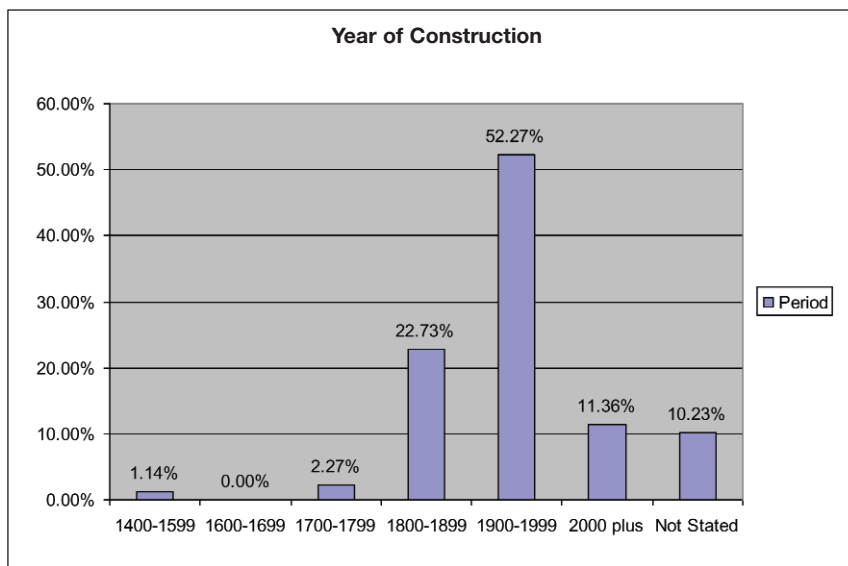
69.32% of facilities have undergone refurbishment works since their construction. Of these facilities the majority, 65.57% have only recently been refurbished over the period 2001 to 2008. Only 3.28% of facilities were refurbished between 1960 and 1970 as Figure 13 demonstrates.

Figure 13: Year the facility was refurbished
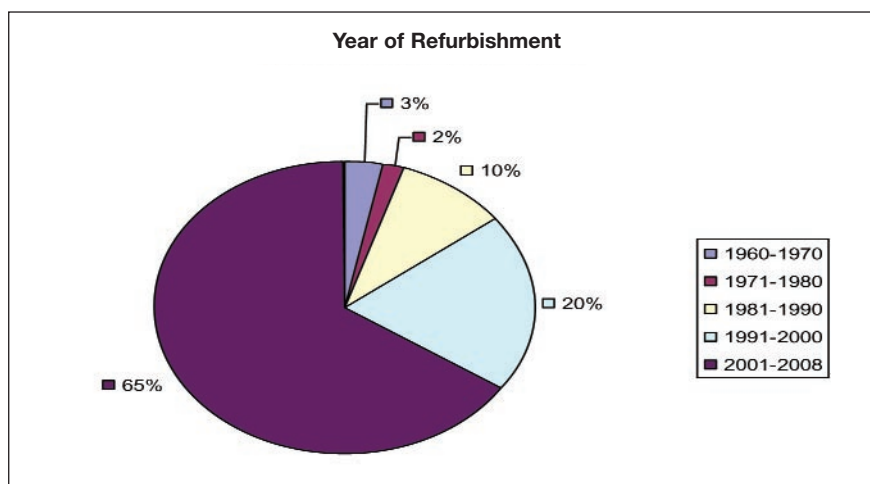
Figure 14 below shows that a high number of facilities are reported as being in good condition (69.32%), that's 61 facilities overall. This is the same number of facilities that indicated they had recently undertaken refurbishment work.

Figure14: Condition of the facilities
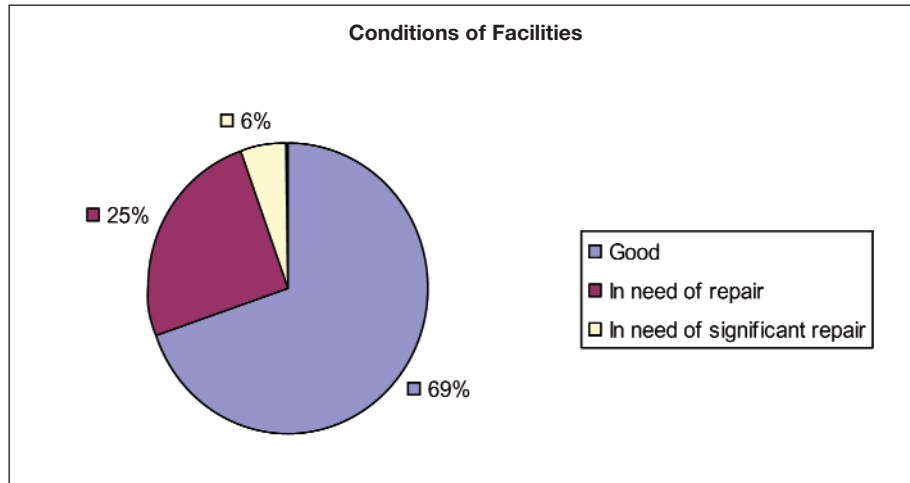
3.4 **Facilities Provided**

This section of the report set out to establish what types of facilities the community buildings have for the local community's use.

Facilities Available to the Community

The vast majority of facilities have a toilet (96.59%), a kitchen (95.45%) and furniture (97.73%). 29.55% indicated that they had 'other' facilities available and the most common ones put forward included stages, showers and sports facilities. For a further list of 'other facilities available' please refer to Appendix 4.

Figure 15: Facilities available
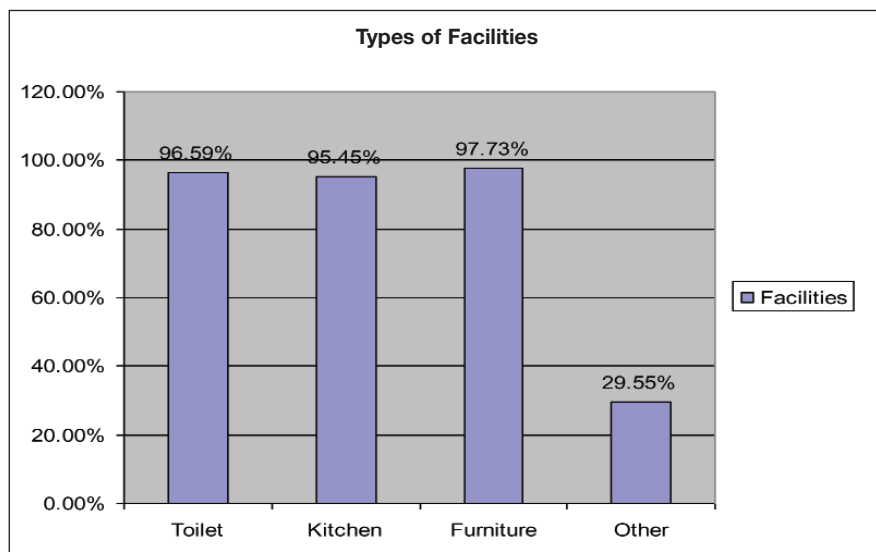
The survey also enquired into what type of equipment the facilities have and the responses received are shown on Figure 16. The most common type of equipment was found to be computers with 27.27% (24 facilities) indicating that they have at least one. Six facilities have at least 10 or more computers. For a full list of how many pieces of equipment facilities have please refer to Appendix 5.

Figure 16: Types of equipment available
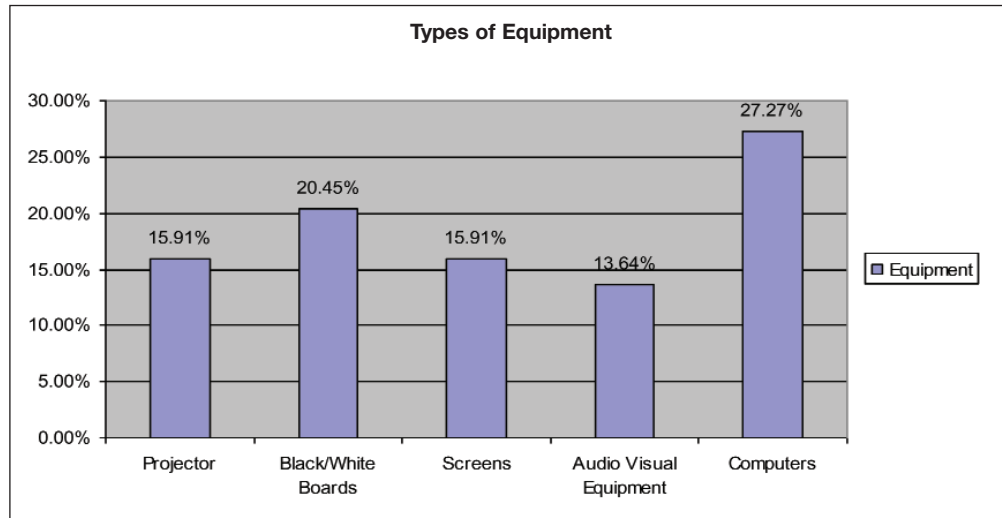
Almost 60 percent, that's 52 facilities provide catering for their facility users if requested. This is mostly in the form of tea/coffee biscuits and sandwiches.

Car Parking

Almost 14 percent, that's 12 facilities have no car parking spaces at all and the majority, 67.05% (59 facilities) have between 1 to 50 spaces. A small number of facilities (4.55%) have over 101 spaces.

Figure 17: Number of car parking spaces available at the facilities
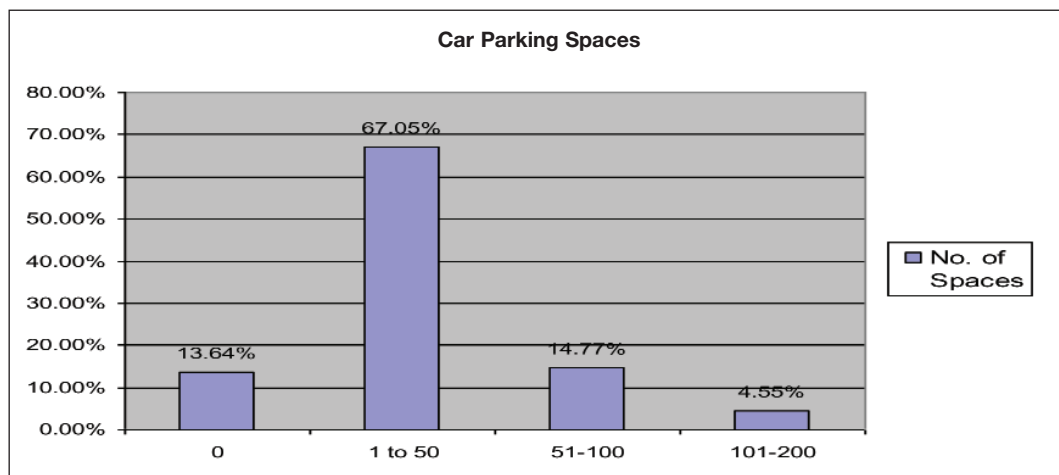
37.50% (33 facilities) have bus parking provided on the grounds of the facility. Only 18.18% (16 facilities) are serviced by public transport.

3.5   Facility Users

This section of the audit sought to identify who within the local community the facilities are available to and what activities actually take place within the facilities. It went on further to investigate the level of diversity/equality the facilities adhere to and also the level of accessibility of the facilities for people with disabilities.

Users of the Facilities & Activities Taking Place

Figure 18 below highlights to whom within the communities the facilities are available. It can be seen that almost all of the facilities, (92.05%), operate an open door policy and make their facilities available to the community in general.

Figure 18: Who the facility is available to
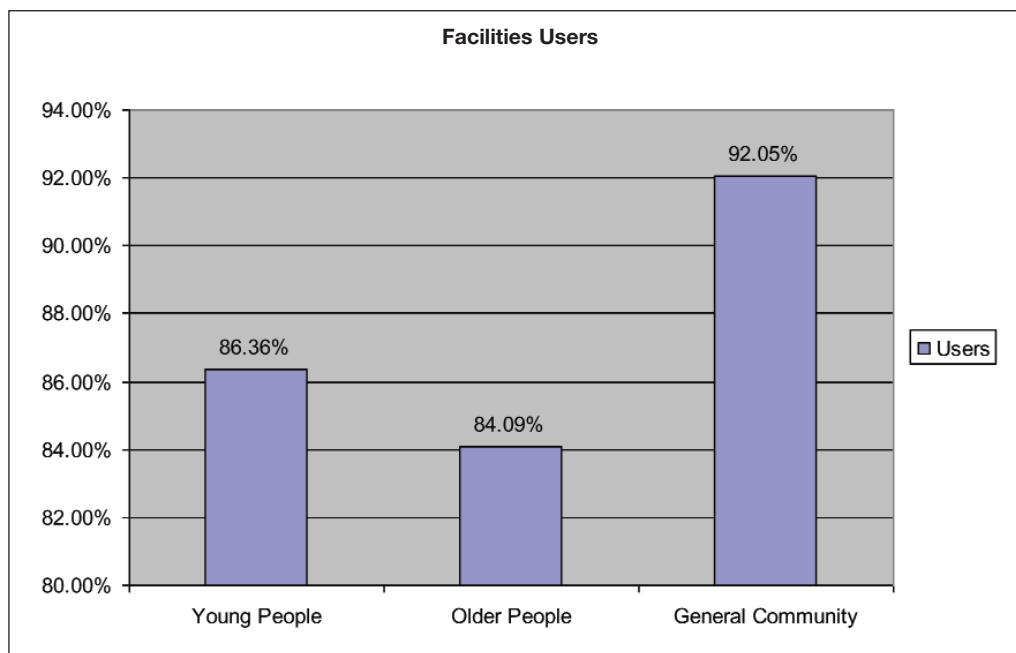
Almost half of the facilities (47.73%) would have facilities/equipment of some kind which is available exclusively for young people. These would include facilities such as:

- Playgroups
- Childcare Facility
- Pre / After School Facilities
- Youth Groups/Youth Drop in Facility
- A range of Sporting Games/Activities for the Youth
- 4 facilities had rooms which are used by local schools for teaching.

A more comprehensive listing of facilities/equipment the facilities have available exclusively for young people can be found in Appendix 4.

Appendix 6 gives the full list of activities which take place within the 88 buildings surveyed. They can be categorised as follows:

- Sports
- Entertainment/Social
- Education
- Club/Group Meetings
- Support Groups
- Childcare
- Business
- Office Space

The majority of the facilities surveyed were multifunctional in their use, in that they would serve many people within the community for many different purposes.

Diversity and Equality

The Equal Status Act 2000 takes the concept of equality identified in the Employment Equality Act 1998 beyond discrimination in the workplace and into the public arena where people buy goods, use services, obtain accommodation and attend educational establishments. These acts prohibit discrimination on nine grounds – Gender, Marital Status, Family Status, Sexual Orientation, Religious Belief, Age, Disability, Race, and Membership of the Traveller Community.

According to the Equal Status Act, a club shall be considered to be discriminating if it:

Has any rule, policy or practice, which discriminates against a member or an applicant for membership
or
A person involved in its management discriminates against a member or an applicant for membership in relation to the affairs of a club

Any of the following acts, if done by a club or a person involved in its management, on any of the discriminatory grounds, is evidence that the club is a discriminating club:

- Refusing to admit a person to membership

- Providing different terms and conditions of membership for members or applicants for membership

- Terminating membership of a person or subjecting a member to any other sanction

- Refusing or failing to do all that is reasonable to accommodate the needs of a member, or an applicant for membership, with a disability.

It was with this in mind that the audit sought to determine what provisions the facilities have made for people from diverse groups or backgrounds and for people with different forms of disability to encourage equal usage. The survey sought to determine if the community facilities audited had taken any measures towards increasing accessibility, specifically by:

- Monitoring the diversity of the people who use the centre

- Have an equal usage policy displayed in the facility

The results are captured in Table 2.

Table 2: Diversity/Equality procedures for the facilities

Diversity/Equality	Number	Percentage
Monitor the diversity of the people	31	35.23%
Equal usage policy	20	22.73%

The results for both of these measures were found to be quite low. 35.23% of facilities monitored the diversity of people who use it and only 22.73% of facilities have an equal usage policy.

Respondents were also asked, if their facility offered special discounts to encourage participation by disadvantaged groups. It was discovered that only 32.95% of facilities do offer such a discount, again quite a low response rate.

Accessibility

The survey went on to look more specially at the issue of accessibility of the facilities for people with disabilities.

'The Disability Bill 2004 is a positive action measure designed to support the provision of disability specific services to people with disabilities and to improve access to mainstream public services for people with disabilities. The Bill provides an individual right to an independent assessment of need, to a related Service Statement and to independent redress and enforcement. It provides a statutory basis or accessible public buildings and services'.

(Dept of Justice, Equality and Law Reform)

According to the last Census of Population 2006, it is estimated that 8.5% of the entire population of County Cavan have some form of disability. In this respect the audit set out to determine how accessible the facilities audited are for people with disabilities in terms of what provisions they have made.

Almost all of the facilities, 82.95% (73 facilities), indicated that they are wheelchair accessible. These facilities were asked to elaborate in what ways they were wheelchair accessible and the results are displayed on Table 3. It shows that of the 73 facilities almost all of them (70) have an accessible route from the car park to an entrance within the building i.e. free from any steps. Only 3 facilities have an induction loop (audio loop for people with a hearing impairment) installed within their facility.

Table 3: Accessibility of the facilities

Accessibility Features	Number	Percentage
Designated Parking Spaces	23	31.51%
Accessible route (car park to entrance)	70	95.89%
Primary front door accessible	67	91.78%
At least one accessible toilet	52	71.23%
An Induction Loop	3	4.11%

Chapter 4 : Conclusions

Distribution, Ownership and Management of the Facilities

The audit examined the distribution of community facilities throughout County Cavan. This exercise revealed that there was a distinct lack of community facilities within the very far west of the County when compared to the central and east areas. However the west end of the County would not be as highly populated and therefore this should not serve as a particular disadvantage to the local communities in terms of accessibility to a community facility.

Just over half of the buildings are in church ownership (51.14%). The nature of ownership can be unclear and often is not an issue until clarity is needed e.g. when grants are being paid out.

The audit also showed that the majority (47.73%) of the facilities were managed by a 'club or association', followed by a 'company limited by guarantee'. Only a few of the facilities were connected with some form of religious identity. This suggests that community facilities which may have been traditionally affiliated to the local parish committees are no longer as common as they may have once been.

Operations and Insurance

73.86% of facilities indicated that they do have staffing arrangements in place be that on a paid basis (full-time/part-time staff), or voluntary basis while 26.14% have no such arrangements in place. The most common role for those facilities which do have staff members in place is to provide maintenance.

The audit found that nearly half, 47%, of the facilities are only opened from 0 to 20 hours in a week which suggest a large amount of community facilities are currently being under-utilised. The majority of the facilities are open over the evenings and nights (89.77%).

The type of insurance taken out on facilities is largely determined by the nature of their activities. However there is a minimum requirement of public liability for facilities which almost all of the facilities have (93.18%).

The limit of indemnity covering the facilities was wide ranging however a quarter of the facilities were found to have coverage of between 2 to 3 million.
The average premium cost paid by the facilities to their insurance company is €1,596/per annum. The majority of the facilities (21.59%) pay between €1,001 to €1,500 per year.

The insurance companies the facilities have policies with varies significantly, however Allianz was found to be the most popular company amongst the facilities with 29.55% of the facilities having policies with them.

Insurance is a big issue for many Community Groups. The rising cost of insurance and the refusal of some insurance underwriters to provide cover could reduce the number of community facilities available in the future There are a number of practical measures that can be explored in dealing with rising insurance costs, such as:

- The development of models of good practices and specifically the recording of all accidents that occur.

- Insurance Group Schemes. This is where a number of large organisations or groups of similar organisations coming together and taking out collective insurance policy. The advantage of this is that it generally results in a reduced rate for the individual members.

Size and Condition of the Facilities

Over half of the facilities, 57.95%, are medium sized at just under 500 Sq Metres in total size.

Almost all of the facilities (89.77%) were found to have sufficient meeting space available for the community to use. 20.25% of the facilities have rooms which have the capacity to hold over 50 people. This indicates that there are a few community facilities which would be sufficient in size to hold large-scale events.

The majority of buildings (52.27%) were constructed between 1900 to 1999 with the majority of those being built in the later end of this period. This could possibly be due to the fact that opportunities for the funding of community structures were becoming more available to communities over this period.

69.32% of facilities have undergone refurbishment works since their construction. Of these the majority (65.57%) have only recently been refurbished over the period 2001 to 2008. Only 3.28% of facilities were refurbished between 1960 and 1970

On the whole, community facilities in County Cavan were found to be well maintained and in good condition (69.32%). While some of the halls are dated and in need of refurbishment, very few appear to require major repairs or pose serious risks to community safety.

Facilities Provided

Almost all of the facilities have basic facilities such as toilets (96.59%), kitchen (95.45%) and furniture (97.73%). Few facilities seemed to have computers or technical equipment available for use. Only 6 facilities have 10 computers or more which suggests that few facilities can provide computer training or related courses.

Over half (59.09%) of the facilities would provide catering for their facility users if requested.

13.64% of the facilities have no car parking spaces at all and the majority, 67.05% have between 1 to 50 spaces.

37.50% have bus parking provided on the grounds of the facility, while only 18.18% are serviced by public transport.

Facility Users

Almost all of the facilities surveyed (92.05%) operate an open door policy and make their facilities available to the community in general. Almost half of the facilities would have facilities/equipment which are available exclusively for young people.

A wide range of activities take place within the facilities. The most common ones being sporting activities, social and entertainment activities and various community groups meetings.

Diversity/Equality

The concept of diversity encompasses acceptance and respect. It implies an understanding that each individual is unique and it recognises our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age physical abilities, religious beliefs, political beliefs, or other ideologies. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual. An acceptance and understanding of this concept is fundamental towards ensuring equal usage and enhancing the accessibility of any facility.

The audit sought to determine if facilities had taken any measures towards increasing accessibility in this regard. However it was found that the facilities audited had not taken reasonable steps to enhance accessibility for diverse groups in County Cavan scoring fairly low overall in monitoring the diversity of people who use the facility (35.23%) and having an equal usage policy (22.73%).

It was found that few facilities offered special discounts to disadvantaged groups. This measure is designed to increase accessibility to the more vulnerable sectors of the community, especially those who are deprived and therefore excluded and marginalised in society. With County Cavan having a high level of deprivation, the operation of a dual pricing system would offer the opportunity to allow all socio-economic groups to have equal access to community infrastructure.

Accessibility

Accessibility is a necessary prerequisite to building better communities therefore it was decided to look at how accessible the facilities were specifically for people with disabilities. It was found that overall the majority of the facilities were reported as being wheelchair accessible (82.95%). These facilities also scored quite highly to having accessible routes into the buildings (95.89%), having at least one accessible toilet (71.23%) and the main door was accessible (91.78%).

APPENDICES

Community Facilities Audit

Questionnaire

1.   Contact Details

1.1   Name & Address of Facility:

1.2   Geographical Information System (GIS) Reference for Location of Facility
(To be inserted by local authority).

1.3   Telephone:

1.4   Mobile:

1.5   Fax:

1.6   Email:

1.7   Web:

1.8   Name & Address of Contact Person for the Facility:

1.9   Address of Contact Person (If Different To Above):

2.   Ownership / Management

2.1   Who Owns The Facility?

2.2   What Type Of Management Structure Runs The Facility? (Please Tick:)?

Company Ltd. By Guarantee   ☐

Club or Association   ☐

Club Vested In Parish   ☐

Other (Please Specify) _____

2.3   Operations

(A)   Does the Centre have any of the following? (Please Tick:)

Full –Time Staff   ☐   If Yes,   Number   ____

Part-Time Staff   ☐   If Yes,   Number   ____

Voluntary Staff   ☐   If Yes,   Number   ____

If **Yes**, Please Specify their Roles:

Manager   ☐

Keyholder   ☐

Maintenance   ☐

Other   ☐

Please Specify _____

If **No**, Please Specify Supervision Procedures in Place? (Please Tick)

Night Time Only   ☐   All Day   ☐   As Required   ☐

Other   ☐   Not At All   ☐

(B)   How Many Hours Per Week Is The Facility Opened To Members Of The Community? (Please Tick)

0-10   ☐   20-30   ☐

10-20   ☐   30 +   ☐

(C)   Is the Facility Opened up in During The Following Times:

Mornings   ☐   Evenings/Nights ☐

Afternoons   ☐   Weekends   ☐

2.4 Insurance

(A) Which of the following types of Insurance do you have? (Please Tick)

Public Liability ☐ Employer Liability ☐

Burglary Cover ☐ Money Cover ☐

Property Damage Cover ☐ Product Liability ☐

Member-To-Member Liability ☐ Business Interruption ☐

(B) What is your Limit Of Indemnity? (For Example, 2 million, 6.5 million or other)

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(C) Please Name Your Insurer?

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(D) What Is your Annual Premium?

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3. Size & Condition Of The Facility

3.1 What Size Is The Facility?   Under 100 Sq M   ☐

Under 500 Sq M   ☐

Greater Than 500 Sq M ☐

3.2 Does Facility Have Meeting Space?   Yes   ☐   No   ☐

If **Yes**, Please Specify Capacity: Up To 20 People Approx.   ☐

Up To 50 People Approx.   ☐

If Over 50 People
(Please Specify Number): _____

3.3   When Was The Facility Built?

3.4   If The Facility Was Refurbished, When Did This Happen?

3.5   What is Your Opinion Of The Facility's Condition?

Good   ☐

In Need Of Repair   ☐

In Need Of Significant Repair   ☐

Please Give Further Brief Details Of Condition:

4. Facilities Provided

4.1 Does The Facility Have The Following?

Toilet Facilities ☐

Kitchen Facilities ☐

Furniture (For Example: Chairs/Tables) ☐

Other Facilities ☐

Please Specify: _____

4.2 Does Your Facility Have The Following, And If So How Many?:

Projector Yes ☐ No ☐ No. Of _____

Black/White Boards Yes ☐ No ☐ No. Of _____

Screens Yes ☐ No ☐ No. Of _____

Audio Visual Equipment Yes ☐ No ☐ No. Of _____

Computers Yes ☐ No ☐ No. Of _____

4.3 Do You Provide Catering? Yes ☐ No ☐

4.4 Car Parking

(A) What is the Number of Parking Spaces Provided At the Facility?

(B) Is Bus Parking Provided? Yes ☐ No ☐

(C) Is Your Facility Serviced By Public Transport? Yes ☐ No ☐

5. Facility Users

5.1   Is The Facility Available To: Young People   ☐

Older People   ☐

General Community   ☐

5.2   Does The Facility Provide Facilities Dedicated Exclusively To Young People?

Yes   ☐

No   ☐

If **Yes**, Please Give Brief Details:

5.3   Please List The Activities That Take Place In The Centre?

5.4   **Diversity/Equality**

(A)   Do You Monitor The Diversity Of The People That Use The Centre?

Yes   ☐

No   ☐

(B)   Do You Have An Equal Usage Policy Displayed In The Centre?

Yes   ☐

No   ☐

(C)   Do You Have Special Discounts Disadvantaged Groups?

Yes   ☐

No   ☐

5.5   Accessibility

Is the centre Wheelchair Accessible?   Yes ☐   No ☐

If **Yes**, Please Specify:

(A)   Are There Designated Parking Spaces For People
        With Disabilities?   Yes ☐   No ☐

(B)   Is There An Accessible Route (i.e., Free From Steps)
        From Car Park To The Entrance Of The Facility?   Yes ☐   No ☐

(C)   Is The Primary/Front Door Entrance Accessible,
        (i.e., Level Access)?   Yes ☐   No ☐

(D)   Is There At Least One Accessible Toilet Available?   Yes ☐   No ☐

(E)   Is There An Induction Loop Installed In The Meeting
        Room Space To Assist People With A Hearing
        Impairment?   Yes ☐   No ☐

Thank You For Your Time And Co-Operation.

APPENDIX 2

	Name Of Community Facility
1.	All Saints Church of Ireland Hall
2.	Arvagh Hall
3.	Ashfield Parish Hall
4.	Bailieborough Community Business Centre
5.	Bailieborough Resource House
6.	Ballinagh Community Centre
7.	Ballyconnell Parish Hall
8.	Ballyhaise Community Centre
9.	Bellasis Church Hall
10.	Belturbet Hall
11.	Belturbet Station
12.	Billis Hall
13.	Billyhill Hall
14.	Blacklion Market House
15.	Brackey Hall
16.	Bunnoe Community Centre
17.	Burrowes Hall
18.	Castlerahan Hall
19.	Castletara Community Centre
20.	Cavan Church Hall
21.	Cavan School Hall
22.	Clifferna Community Centre
23.	Cloverhill Hall
24.	Community Connections
25.	Cootehill Community Resource House
26.	Corglass Church Hall
27.	Corhanna Gospel Hall
28.	Corlespratten Methodist Old School
29.	Corlough Development Association

30.	Corraneary Church Hall
31.	Corwillis Mission Hall
32.	Cross Community Hall
33.	Crosserlough Old School Community Centre
34.	Crosskeys Resource Centre
35.	Denn Resource Centre
36.	Derrylane Former National School
37.	Dowra Resource Centre
38.	Drumartin Hall
39.	Drumavaddy Community Centre
40.	Drumcor Community Centre
41.	Drumgoon Community Centre Co-op
42.	Drumkeeran Church Hall
43.	Drumkilly Hall
44.	Drumlane Community Resource Centre
45.	Drung Parish Hall
46.	Glengevlin Community Hall
47.	Hosanna House Community House
48.	Kildallon Community Hall
49.	Kildallon Room
50.	Killeshandra Church Hall
51.	Killeshandra Resource Centre
52.	Killinkere Hall
53.	Killinkere Old Rectory
54.	Killinkere Parish Hall
55.	Kilmore Parochial Hall
56.	Kilnaleck Community Hall
57.	Kingscourt Community Centre
58.	Lavey Community Centre
59.	Mac Nean Resource Centre
60.	Market House Resource Centre
61.	Martin Memorial Hall
62.	Masonic Hall
63.	Matt Tabot Hall
64.	Mountnugent Community Centre
65.	Mullagh Hall

66.	Mullaghboy Hall
67.	Mullahoran Hall
68.	Munterconnaught Community Centre
69.	O'Rahilly Hall/Ballinagh Youth Centre
70.	Portlongfield Chapel Restoration Project
71.	Portlongfield Hall
72.	Realtog Centre
73.	St. Anne's Community Centre
74.	St. Joseph's Hall
75.	St. Killian's Heritage Centre
76.	St. Mary's Hall
77.	St. Micheal's Hall
78.	St. Patrick's Hall
79.	St. Brigid's Community Centre
80.	St. Mary's Hall
81.	Stonepark Hall
82.	Stradone Community Centre
83.	Templeport Resource Centre
84.	Virginia Hall
85.	Trinity Church Hall
86.	Trivia House
87.	Tullacmongan Resource Centre
88.	Tullyvin Community Centre

APPENDIX 3 – Staffing Arrangements

Full-Time Staff	
Number Of Staff Members	Number Of Facilities
1	5
2	4
3	2
4	1
Total	**11**

Part-Time

Number Of Staff Members	Number Of Facilities
1	9
2	2
3	3
4	2
5	1
6	3
Total	**20**

Voluntary

Number Of Staff Members	Number Of Facilities
1	3
2	6
3	2
4	9
5	4
6	8
7	2
8	1
10	6
11	1
12	4
14	2
15	1
16	1
18	1
20	4
25	1
30	1
Total	**57**

APPENDIX 4 - Other Roles of Staff

'Other' Staff Roles
Administration/Finances
Bookings & Running the Facility
Business Development
Car Park Attendants/Stewards
Childcare/Pre-School/After School
Youth Leader
General Supervision
Catering

APPENDIX 5 - Other Facilities/Equipment Provided

Types of 'Other' Facilities/Equipment
Stage
Television/Electrical Equipment/DVD
Storage Rooms
Sports Facilities
Office
Showers
Games Room

APPENDIX 6 - Facilities Exclusively for Young People

Facilities for Young People	No. of Facilities
Boys Brigade	4
Girls Friendly Society	3
Youth Discos	2
Table Tennis	4
Crèche/Childcare facility	4
Cubs	1
Classroom for School	4
Drop in Facility for Youth	2
Pool	3
Foroige	7
Youth Club	16
Music Lessons	2
Cross Border Youth Project	1
Garda Youth Diversion Project	1
Parent & Toddler Group	3
After School Club	4
Pre-School	4
Playschool	9
Sporting Games/Activities	26

APPENDIX 7 - All Activities Taking Place Within The Facilities

Activities	
Art classes	Parish Committee Room
Badminton	Parish Meetings
Band Practice	Parish Office
Basketball	Parishioners
Bingo	Performances
Bowling	Playgroup
Boxing	Playschool
Cards Club	Polling Station
Childcare	Prayer Meeting
Club Meetings	Recreation
Community Welfare Officer Office	Resource Teacher School
Computer Use	Scouts
Counselling	Search & Rescue
Craft Fairs	Secondary School
Dancing Classes	Snooker Room
Daycare Centre	Soccer
Daycare Services	Sport (Tennis)
Drama	Sports
Emergency Call Centre	Sunday School
First Aid Station	Sunshine Club
GAA Club	Swimming
General Office	Table Tennis
Girl Guides	Training
Handball	Variety of Concerts
Hurling & Football	Various Social Function Parties/Funerals
Information points	VEC Educational Classes
Keep Fit Classes	Whist
Meeting Room	Whist Drives
Montessori School	Youth Club
Old folks activities	Youth Discos
Parent & Toddler Groups	Youth Drop in & Youth Information Centre

APPENDIX 8 - Other Equipment Available Within The Facilities

Black/White Boards	
Number of Black/White Boards	**Number of Facilities**
1	11
2	6
10	1
Total	**18**

Screens	
Number of Screens	**Number of Facilities**
1	11
2	3
Total	**14**

Audio Visual Equipment	
Number of Audio Visual Equipment	**Number of Facilities**
1	10
2	1
6	1
Total	**12**

Computers	
Number of Computers	**Number of Facilities**
1	8
2	3
3	2
4	2
5	1
6	2
10	3
12	1
13	1
15	1
Total	**24**

Projector	
Number of Projectors	**Number of Facilities**
1	13
3	1
Total	**14**