

## **What is the Community Membership Scheme?**

Cambridge University Botanic Garden recognises the importance of community-based organisations and the support that they provide people who may face barriers to accessing the Botanic Garden. Whether this is for mental or physical wellbeing or simply a place to experience something different to the norm, the Garden is reaching out to and welcoming as many people as possible. The free Community Membership Scheme aims to support community organisations by providing the opportunity to bring their service users to enjoy the surroundings of the Botanic Garden throughout the year.

The Scheme is for Community Organisations and Groups who wish to bring their service users, support workers, carers, assistants and guardians to the Botanic Garden.

## **Criteria for becoming a Community Member**

To become Community Members, an organisation's/group's primary purpose must be charitable.

Organisations must be at least one of the following:

- A registered charity
- A community interest company (CIC)
- A community benefit society
- An organisation that provides services directly to people who face physical, sensory, psychological or social barriers to visiting the Garden

Organisations must be located within the CB postcode area.

## **Benefits of joining the Community Membership Scheme**

- Community membership provides free access to the Garden for your community organisation.
- Membership is free.
- The membership year runs from 2<sup>nd</sup> January until 23<sup>rd</sup> December (the Garden is closed for the period between Christmas Eve and New Year).
- Seasonal newsletters providing details of Garden events and opportunities for community involvement.
- Access to additional workshops, guided walks and support such as assisted visits may be available by arrangement with the Community Learning Coordinator.

## **Terms and Conditions**

### **Joining the Community Membership Scheme and Terms of Membership**

Organisations/Groups must apply for membership via the online application form that can be found on the Community Membership Scheme page of the Garden website. Membership will be granted once an application has been submitted, reviewed, and approved by the Community Learning

Coordinator. There will be a period of at least two weeks between membership approval and commencement.

Your group will be given a membership card that must be presented at the ticket office to gain free entry to the Garden.

Each Community Member Group must have a designated contact person who will be the point of contact for the Botanic Garden. If this should change over the course of the membership period, the Community Learning Coordinator should be informed via email along with the details of the new point of contact.

Visits can only be used as part of the Community Membership Scheme. Membership and any associated benefits are non-transferable and can only be used by the Community Membership Scheme member group as described in your application, under these terms.

Community Membership Scheme visits cannot:

- be used by a member's staff/volunteers, unless accompanying its service users
- be used as a thank you for staff or volunteers
- be used as a means for fundraising – either by using visits as prizes or charging visitors for entry.

### **Accessing the Botanic Garden**

You will be able to gain entry to the Botanic Garden by:

- showing your Community Membership card as proof of membership and
- informing Visitor Services at the Garden ticket offices how many people are in your group.

Members who cannot show proof of membership at the gate using their Community Membership Card will be required to pay the entrance fee per person visiting which cannot be refunded.

Groups of 15 or more should pre-book with at least one week's notice by completing the online Community Booking Form. Visitor Services staff retain the right to refuse entry to the Botanic Garden if a group of 15 or more people has not pre-booked, even if they have their Community Membership Card with them.

For an assisted visit at least 4 weeks' notice must be given. Please complete the online Community Booking Form which can be found in the Communities section of the Garden website. The Community Learning Coordinator will contact you within one to two weeks to discuss your requirements and confirm a date.

Being a Community Member does not entitle your Group to free entry to any ticketed Garden events, nor does it guarantee availability of tickets to any such events.

Community Membership Scheme members will not be able to use their membership to gain access to the Garden on event days or evenings (usually, but not limited to, the Festival of Plants and Apple Day).

## **Community Members' Responsibilities When Visiting the Botanic Garden**

While in the Garden:

- All members must be aware of and adhere to these Terms and the [Garden's Rules of Admission](#).
- All members should give due consideration to other users of the Botanic Garden.
- An employee or representative ("Group Lead") of the Member Community Organisation/Group must attend and remain on site for the duration of the visit.
- You must ensure all members of the visiting group have the Group Lead's phone number and that the Group Lead is always contactable for the duration of the visit.
- The Group Lead shall remain responsible for any acts or omissions of your visitors whilst in the Garden including, but not limited to, damage to Cambridge University Botanic Garden property.
- Visitors must obey any signage or instructions given by Garden staff in relation to safety, behaviour, or access. The Group Lead remains responsible for the behaviour of all Community Group Members for the duration of the visit and any damage or injuries that occur because of any of the above not being obeyed.

In the unlikely event that any Community Membership Scheme member breaches any of these Terms, Cambridge University Botanic Garden will be entitled at its sole discretion to refuse your Community Member Group access to the Botanic Garden or require your Group or any part thereof to vacate the Garden without notice.

### **Accessing the Botanic Garden for Community Membership Groups with children under the age of 17**

In addition to the Garden's Rules of Admission, Community Member Groups should read [Guidelines for Groups visiting with children under 17 years of age](#).

#### **For Community Groups that support young people or children who are bringing under 17s to the Botanic Garden WITHOUT their parent/guardian**

You shall designate a qualified adult as the adult in charge of the group ("Lead Adult") and shall notify Cambridge University Botanic Garden of the name of that person at the time of joining the scheme, and at any time when a new person takes on this role. This must be the person who will accompany the group throughout their visit and agrees to be the primary contact for any queries we may have in relation to your visit, including matters relating to the actions of your visitors.

Should it be necessary to change the name of the Lead Adult, you can do so by contacting the Community Learning Coordinator by email.

You are responsible for ensuring that a sufficient number of adults (the "Supervising Adults") accompany and supervise Members under the age of 17 for the duration of their visit.

The Botanic Garden has a minimum required adult : children ratio, which is

- 7 years and under - 1:5
- 8-16 years - 1:10

- SEND Special Educational Needs and Disabilities - 1:1 or with additional adult support as required

Responsibility for the overall safety and discipline of the group rests with the Lead Adult. Children must always be supervised and made aware that they are visiting a Botanic Garden and must conduct themselves in a sensible and considerate manner.

The Lead Adult is to co-operate with any request made by the Visitor Services team or other Garden staff to manage the behaviour of the children in their charge.

The Lead Adult is responsible for ensuring all Supervising Adults have read the risk assessment and are aware of any specific risks/hazards.

The Lead Adult is responsible for the group (including children and Supervising Adults) at all times during the visit.

Cambridge University Botanic Garden recommends that the Lead Adult attends a full familiarisation visit to the Gardens before the Group's first visit. This can be arranged by emailing [communities@botanic.cam.ac.uk](mailto:communities@botanic.cam.ac.uk)

### **Members who intend to bring children under the age of 17 to the Garden WITH their parent/guardian**

You shall designate a qualified adult as the adult in charge of the group ("Lead Adult") and shall notify Cambridge University Botanic Garden of the name of that person at the time of joining the scheme, and at any time when a new person takes on this role. This must be the person who will accompany the group throughout their visit and agrees to be the primary contact for any queries we may have in relation to your visit, including matters relating to the actions of any member of your group.

Should it be necessary to change the name of the Lead Adult, you can do so by contacting the Community Learning Coordinator by email.

You shall ensure that children are supervised by their parent/guardian throughout their visit.

Children always remain the sole responsibility of their parent/guardian during their visit.

Cambridge University Botanic Garden recommends that the Lead Adult attends a full familiarisation visit to the Gardens before the Group's first visit. This can be arranged by emailing [communities@botanic.cam.ac.uk](mailto:communities@botanic.cam.ac.uk)

### **Dogs in the Garden**

As a Botanic Garden we hold a curated collection of over 8,000 plant species, many of which are rare or endangered and our beds are cared for by hand. We have therefore decided, for the protection of our collection, and out of respect for our horticultural team not to allow dogs into the Garden including therapy dogs. Trained assistance dogs are welcome when supporting a disabled handler.

We are unable to permit entry to the Garden to any other animal, whether carried or on a lead (including therapy animals).

## Risk Assessments and Safeguarding

Cambridge University Botanic Garden has produced a risk assessment covering use of the Garden for amenity visits by members of the public which can be supplied upon request.

Community Member Groups are responsible for carrying out a risk assessment for their own visit to the Garden. Please use [our school group risk assessment and guidance notes](#) to help you.

Members should be aware that:

- There is no on-site parking, and the adjacent roads can be busy
- The site has areas of deep water
- First aid boxes can be found at both ticket offices. There are usually trained first aiders on site during opening hours.
- Heavy machinery and vehicles are in use throughout the Garden.

The following lists some common allergens that could be encountered during a visit to the Botanic Garden that you may want to take into consideration when completing your risk assessment. Please note that this list may not be complete and any concerns must be addressed prior to your visit:

- Grass, tree and other pollens
- Fungal or mould spores
- Wasp, bee or other insect stings or bites
- Nut-bearing plants, banana and kiwi fruit plants
- Cactus spines embedded in the skin
- Latex (a white milky substance) from *Euphorbia* species \*, rubber tree\* (*Hevea brasiliensis*) and cacti\*
- Skin contact with the sap of Rue (*Ruta graveolens*) or Giant Hogweed (*Heracleum mantegazzianum*) can cause severe inflammation and blistering, especially during sunny weather (also known as photo-dermatitis). If contact is suspected, wash the skin very thoroughly with soap and water and contact a first aider.

\*Irritants in these plants only present a risk if the plants are cut or damaged

The University of Cambridge Safeguarding policy is available [here](#). It is the responsibility of the Community Group or Organisation to ensure that their own safeguarding procedures are complied with.

## Additional Considerations

We reserve the right, at our sole discretion, to refuse entry and/or access to the Community Membership Scheme and/or to revoke membership to the Community Membership Scheme if any member (including but not limited to service users, assistants, carers, support workers, guardians or next of kin):

- behaves in a threatening or abusive manner towards any person at the Cambridge University Botanic Garden or

- damages or threatens to damage any of the collections or property of Cambridge University Botanic Garden or
- acts in a manner which in Cambridge University Botanic Garden's sole opinion brings the Botanic Garden into disrepute.

If there is any breach of the Community Membership Scheme Terms and Conditions, Cambridge University Botanic Garden reserves the right to withdraw that Community Group from the Community Membership Scheme at any time.

Cambridge University Botanic Garden reserves the right to change the Community Membership Scheme or the Terms of Membership at any time subject to a minimum of 30 days' notice by email.

Cambridge University Botanic Garden reserve the right to close the scheme at the end of any membership period, subject to a minimum of 30 days' notice by email.

The validity, construction and performance of these Terms shall be governed by English law and we and you hereby submit to the exclusive jurisdiction of the English courts.

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