

GENERAL RULES GOVERNING THE USE OF THE COMMUNITY CENTRE

Preamble

The management of the Community Centre is vested in the Management Committee of the Community Association, whose powers and composition are defined in the constitution, a copy of which may be obtained from the Booking Secretary. Under the provisions of the constitution, the Management Committee is empowered to make rules, or to withdraw or amend them.

1 Use of the Centre

Use of the Community Centre and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2 Equal Opportunities

The Community Centre shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3 Applying to Use the Centre

- a) Application for use of the Centre shall be made to the Bookings Secretary
- b) The right to refuse any application for the use of Centre facilities is reserved to the Management Committee, or the Bookings Secretary, provided that the Booking Secretary reports his/her action to the next meeting of the Management Committee. The Management Committee may refuse an application to use the Centre's facilities if the use by a particular organisation or individual presents a risk of public disorder or of alienating the Association's beneficiaries or supporters.
- c) All arrangements for the use of Centre facilities are subject to the Association reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.

4 Hours of Opening

Facilities at the Community Centre are normally available for the use of its members and of outside hirers between the hours of 08.00 and 23.59. If use is required outside these hours please check with the Bookings Secretary.

5 Maximum Capacity

The Centre has a maximum capacity of 120 in the Phair Hall and 120 in the Meryon Hall and on no account shall these figures be exceeded.

6 Safety Requirements

All conditions attached to the granting of the Centre's Public Entertainments Licence, shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
- b) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- c) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Bookings Secretary.
- d) performances involving danger to the public shall not be given;
- e) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g.: polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Management Committee;
- f) no unauthorised heating appliances shall be used on the premises;
- g) the First Aid boxes are readily available to all users of the premises. They are located in the kitchens on the First and Ground floors. The Booking Secretary shall be informed of any accident or injury occurring on the premises.
- h) all electrical equipment brought into the building shall comply with the *Electricity at Work Regulations, 1989*. The Management Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

7 Supervision

The hirer or person in charge of the activity shall be a minimum of 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, both of whom shall be a minimum of 18 years of age, on duty.

All persons in charge shall make themselves familiar with the Evacuation Procedures (copy attached) and shall be familiar with the location of the fire-fighting equipment available.

Prior to the event commencing the person in charge shall bring the location of the emergency exits to all those present.

8 Sale of Alcohol

The building is licensed for the sale of alcohol. If the event being planned includes the sale and consumption alcohol the person in charge shall inform the Bookings Secretary.

9 Storage

The permission of the Management Committee must be obtained before goods or equipment are left or stored at the Community Centre, except that the Booking Secretary is authorised to grant permission for the overnight storage of goods and equipment brought to the Centre for a particular function or event.

10 Loss of Property

The Association cannot accept responsibility for damage to, or the loss or theft of, Centre users' property and effects.