

## **Rules and Hiring Agreement for the Community Centre**

### **Preamble:**

The management of the community centre is vested in the General Committee of the Community Association, whose powers and composition are defined in the constitution, a copy of which may be obtained from / consulted at the Great Hollands Community Centre. Under the provisions of the constitution, the General 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 the conditions incorporated in the hiring agreement.

### **2. Equal opportunities**

The community centre shall be open to all members of the community regardless of race, nationality, 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 Lettings Officer.
- b) The right to refuse any application for the use of centre facilities is reserved to the General Committee or the Lettings Officer, provided that the Lettings Officer reports his/her action to the next meeting of the General Committee. The General Committee may refuse an application to use the centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Association's beneficiaries or supporters. In any circumstance of doubt, the Lettings Officer shall report the matter to the Secretary, and shall not confirm the letting without the agreement of the Secretary.
- 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.
- d) Sections and affiliated groups of the Association shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Association except as provided for in c) above.

### **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 9.00am. and 10.00pm on weekdays, and 9.00am and 10.00pm on Sundays. In exceptional cases, these hours may be extended on application to the General Committee.

### **5. Maximum capacity**

The hall 1 has a maximum capacity of 60 seated or 60 dancing (these figures include helpers and performers); Hall 2 has a maximum capacity of 80 and on no account shall these figures be exceeded.

## **6. Safety requirements**

All conditions attached to the granting of the centre's Public Entertainment Licence, stage or play or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents.

In particular:

- a) Obstructions must not be placed in gangways or exits, not in front of emergency exits, which must be immediately available for free public egress;
- b) All groups are expected to co-operate in the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures;
- c) The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
- d) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- e) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Lettings Officer;
- f) Performances involving danger to the public shall not be given;
- g) 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 General Committee;
- h) No unauthorised heating appliances shall be used on the premises;
- i) Hirers and leaders of other groups are advised that no First Aid Box is provided by the General Committee for general use, and each group using the premises is required to make its own provision;
- j) All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989. The General Committee disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply.

## **7. Supervision**

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. She/he 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, neither of whom shall be less than 18 years of age.

When the majority of those present at the entertainment are less than 16 years of age, and when many people with disabilities are expected to attend, the number of supervisors will be increased.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire-fighting equipment provided.

#### **8. Safety of vulnerable people**

No activities or groups involving either young children under eight years of age or vulnerable adults will be permitted on the premises except with the written consent of the General Committee, which will require that the relevant provisions of the Children Act 1989 (*see Community Matters Information Sheet No. 30 – Safeguarding Children and Young People*) and any conditions required by the Social Services Department are complied with before giving such permission. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance upon young children who are on the premises for the activities concerned.

#### **9. Supply of food and drink**

Only persons who are food handlers within the meaning of the Food Safety Act 1990 (Food Premises [Registration] Regulations 1991) and who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department shall be permitted to handle food on the premises. Such persons at all times shall observe the Code of Conduct displayed in the kitchen.

#### **10. Intoxicating liquor**

No intoxicating liquors are permitted to be brought, sold or consumed on any part of the premises without the express permission in writing of the General Committee, whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

#### **11. Music in the centre**

The premises are licenced with the Performing Right Society of the performance of copyright music. Users should, however, advise the Lettings Officer as to the frequency of musical performances during their activities. The Association's licence with Phonographic Performance Ltd. (PPL), on the other hand, **does not** cover the performance of recorded music by affiliated groups and other hirers of the premises, who must consult the Lettings Officer before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL and, if so, to obtain one.

#### **12. Betting, gaming and lotteries**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible

for functions held in the centre premises shall ensure that requirements of the relevant legislation are strictly observed.

### **13. Stage plays**

The Lettings Officer must be given at least four weeks' notice of a stage play production, so that the appropriate licence may be obtained from the Local Council, which itself requires three weeks' notice.

### **14. Storage**

The permission of the General Committee must be obtained before goods or equipment are left or stored at the community centre, except that the Lettings Officer is authorised to grant permission for the overnight storage of goods and equipment brought to the centre for a particular function or event.

### **15. Loss of property**

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

### **16. Car parking**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the centre. Car parking is in the public car parking area in Wordsworth, next to the William Twigg pub.

### **17. Nuisance**

- a) Litter shall not be left in or about the centre premises. All rubbish must be removed from site. All recyclable materials must also be removed.
- b) Except in the case of trained guide-dogs for the blind, dogs shall only be permitted on the centre premises in connection with organised activities such as dog training or dog shows.
- c) Hirers and organisers of events in the community centre are responsible for ensuring the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

### **18. Cleaning and security**

All use of centre premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by the Lettings Officer. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Lettings Officer.

### **19. Insurance and Indemnity**

The Hirer must have their own public liability insurance.

Use of henna dyes and tattoos need permission. Use of a bouncy castle needs permission.