

Plawsworth & Kimblesworth Community Association.

Use of the Centre: A Guide for Hirers

Renamed 05.09.2017 - Contents Revised 01/05/14

Preamble: The management Committee 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 a member off the Management Committee. Under the provisions of the constitution, the Management Committee is empowered to make rules, to withdraw or amend them.

1. Use of 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 of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use the Community Centre

- a. Application for the use of the centre shall be made to the Community Association Secretary or Caretaker
- b. The right to refuse any application for the use of the centre facilities is reserved to the Management Committee. The Management Committee may refuse an application to use the centre's facilities if the use by a particular association or individual presents a risk to public disorder or alienating the Associations beneficiaries or supporters.
- c. We would not expect members to behave in a way in which the Association may be brought into disrepute this would include through the use of social media or any other electronic form or in writing or other publication including the media (newspapers etc). Any member organisation who brings this association into disrepute may be the subject of a disciplinary hearing at which the Management committee may ask the group to withdraw from membership and cease room hire.

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- d. All arrangements for the use of the 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 rendered unfit for the intended use.
- e. Sections and affiliated groups of the Association shall normally have priority use of its facilities made with outside bodies and individuals shall be honoured by the Association, except as provided in (d) 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 09:00 and 22:00 on weekdays and 09:00 and 21:00 on Sundays. In exceptional cases these hours may be extended on application to the Management Committee.

5. Maximum Capacity

The Community Centre has a maximum capacity of 200 people in total at any one time. These figures include helpers and performers, and on no account shall these figures be exceeded.

6. Safety Requirement

- i. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
- ii. All groups are expected to hold fire drills which are arranged at varying times in order to familiarise users with evacuation procedures.
- iii. The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
- iv. Firefighting apparatus shall be kept in its proper place and only used for its intended purpose.
- v. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the caretaker and the Association Secretary.
- vi. Performances involving danger to the public shall not be given

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- vii. **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.**
- viii. **Smoking is not allowed in any part of the building or within the curtilage of the building.**
- ix. **No unauthorised heating appliances shall be used on the premises.**
- x. **The first aid box shall be readily available to all users of the premises and the Accident book completed on any accident or injury. They are both located in the kitchen and canteen. The caretaker and the Association Secretary shall be informed of any accident or injury occurring on the premises.**
- xi. **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 from the use of any such equipment that does not so comply.**

7. Advance Hiring

Hirers may book accommodation up to 12 months in advance.

8. Supervision.

The hirer or person in charge of an activity shall not be under the age of 18 years and shall be on the premises for the entire period of hire, or duration of the activity. He/she shall not engage 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 old, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances.

- a. Where 100 – 240 people are present – to three**

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- b. Where the majority of those present at the entertainment are less than 16 years old, and when people with disabilities are expected to attend, the numbers of adult supervisors will be increased.
- c. Special arrangements may come into effect when supervising children please consult with your local Social Services or education Department to comply with regulations regarding supervision of children.

9. Safety of Young Children

No activities or groups involving young children under 8 years old will be permitted on the premises except with the written agreement of the Management Committee, which will require that the relevant provision of the Children Act 1989 and any other act that may proceed it and any conditions required by the Social Services Department are complied with before giving such permission. In the case of sections and 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 including any legal requirements as set out in statute or regulation and that such persons shall at all times be in attendance upon young children who are on the premises for the activities concerned.

10. Supply of Food and Drink

The main centre kitchen is registered for basic food preparation but you must hold a Food hygiene certificate to do this. Canned or bottled drinks are permitted, but beverages such as tea and coffee may only be prepared and consumed on the premises.

11. Maintenance of Order/Private parties

The Hirer must accept responsibility for and agree to maintain good order during the time that the Hirer is occupying the Building or any part thereof. The Hirer must ensure that there are sufficient attending adults (at a ratio of 10:1) to enable monitoring and supervision as necessary, when a children's party is being held.

12. As directed by Plawsworth & Kimblesworth Community Association, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

13. Intoxicating Liquor.

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No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises.

14. Music at the Centre

The premises are licensed with the Performing Rights Society (PRS) for the performance of copyright music. Users should, however, advise the Association Secretary as to the frequency of musical performances during their activities. As we are a community building we do not require a separate Phonographic Performance Ltd licence as this is supplied as part of our PRS licence. However this does not cover performances of recorded music by affiliated groups or other hirers of the premises, who must consult the Association Secretary 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 PP and, if so, to obtain one.

15. Betting, Gambling 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 who are responsible for functions held in the centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

16. Stage Plays

The Association Secretary 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.

17. 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 Association Secretary or caretaker is authorised to grant permission for the overnight storage of goods and equipment brought to the centre for a particular function or event.

18. Loss of Property

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

19. Car Parking

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Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from the centre. Where parking accommodation is provided and available, this must be used, and in any case users of the centre should avoid undue noise on arrival or departure. The Association **CANNOT** accept responsibility for damage to, or the loss or theft of vehicles left in the car park.

20. Nuisance

- a. Litter shall not be left in or about the centre premises.
- b. Except in the case of trained guide dogs for the blind dogs shall only be permitted on centre premises in connection with organised activities such as dog training or dog shows.
- c. Hires and organisers of events in the Community Centre are responsible for ensuring that the noise level of their function is not such to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

21. Cleaning and Security

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

Revised at the ordinary meeting of the Association on 01 May 2014