

General Rules Governing the Use Of The New Priestwood Community Centre

The management of the Community Centre is vested in the General Committee (Note 1) of the Community Association, whose powers and composition are defined in the constitution, a copy of which may be obtained from the secretary. Under the provisions of the constitution, the General Committee is empowered to make rules, or 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 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 Community Association Centre Manager or Administrator.
- b) The right to refuse any application for the use of the centre facilities is reserved to the General Committee, or the Secretary, provided that the Secretary 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.
- 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 9.15 am and 11.30 pm on weekdays, (Note 4) and 9.15 am and 10.00 pm on Sundays. In exceptional cases, these hours may be extended on application to the General Committee.

5. Maximum Capacity

The Main hall has a maximum capacity of 120 (these figures include helpers and performers), and on no account shall these figures be exceeded. Meeting Room 1 has a maximum capacity of 25 (these figures include helpers and performers), and on no account shall these figures be exceeded. Meeting Room 2 has a maximum capacity of 20 (these figures include helpers and performers), 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 play or other licences 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) 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 (Note 6)
- 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 Association Secretary;
- 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 consent of the General Committee;
- h) No unauthorised heating appliances shall be used on the premises,
- i) 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.
- j) The Hirer is also responsible to make sure that no fire extinguishers are taken off the hooks and should any be found empty after use, then the person hiring the Centre is responsible for the filling of the same. This can be expensive.
- k) Whilst there is a First Aid Box in the first cupboard to the right in the kitchen, also an Accident Book, it is also expected that Hirers of the Centre provide their own First Aid Kit, together with own insurance. In the event of a fire or accident the nearest telephone is located at Priestwood Square Shops and you should ring 999 and ask for the service required and state that it is required at the New Priestwood Community Centre, Priestwood Court Road, Bracknell. Any accident or injury should be recorded in the accident book located in the kitchen.

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. He/she 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, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances:

- a) Where 100-249 people are present to three;
- b) Where 250-499 people are present to four;
- c) 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 numbers of adult supervisors required will be increased

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

8. Safety of Young Children

No activities or groups involving young children under eight years of age will be permitted on the premises except with the written agreement of the General Committee, which will require that the relevant provisions of the Children Act 1989 and any conditions required by the Social Services Department are complied with before giving such permission. In the case of

affiliated groups or 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

As the centre is not registered as food premises no food or drink shall be prepared on the premises, and only dry goods such as packaged biscuits may be stored or served. Canned or bottled drinks are permitted, but beverages such as tea or coffee may only be prepared and consumed on the clear understanding that no milk may be kept in the centre for any longer period than two hours.

10. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, 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 at the Centre

The premises are licensed with the Performing Right Society for the performance of copyright music. Users should, however, advise the Association Secretary 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 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 PPL and, if so, to obtain one. All music must cease by 11.45 p.m. unless prior permission has been received from the Community Association Committee at the time of the booking.

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

13. 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.

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 Association Secretary 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 user's property and effects.

16. Nuisance

a) Litter shall not be left in or about the Centre premises. It is the Hirer's responsibility to dispose of their own rubbish.

b) Except in the cases 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 that 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.

d) All vehicles should be parked in the proper car park spaces, except for the loading and unloading, and to ensure that as little as possible disturbance is caused to the nearby residents and the surrounding houses.

17. 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 Association Secretary. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Centre Manager.

The tables in the Main Hall are to be returned to be trolley stand in a clean state. The chairs in the Main Hall should be stacked correctly and no higher than ten high.

The Hirer shall ensure that the Hall is left clean and tidy at all times. The windows must be shut before vacating the premises, all doors, and lights in the Main Hall must be checked for correct closure before vacating the premises through the main door

The kitchen must be left clean and tidy and that the hot water boiler is turned off as well as the gas rings on the stove if this has been used. When the Centre is being used by groups who have young children attending, the toilets must not be left open so that they can enter by themselves, they must always be accompanied by an adult.

The Hirer of the premises is responsible for ensuring that there is proper supervision of any juveniles entering the building, whether by invitation to private party or public anticipation.

10 February 2017