



# INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

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## COMMUNITY CENTRE

### GENERAL RULES GOVERNING THE USE OR HIRE OF THE COMMUNITY CENTRE

#### INTRODUCTION

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 hire agreement. The user / hirer shall be a *temporary responsible* person for the event / function and has legal duties with regards the safety of those persons assisting or attending the event.

#### 1. Applying to use the Centre

- 1.1 Applications for the use / hire of the Centre shall be made to the IFCA office.
- 1.2 The Association reserves the right to refuse any application for the use of the Centre facilities, providing that the reason for doing so is reported to the next meeting of the Association's trustees.
- 1.3 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 are rendered unfit for their intended use.
- 1.4 Sections and user 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 in 1.3 above.

#### 2. 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 11.30pm on Weekdays and Saturdays and between 9.00am and 11.00pm on Sundays. The facilities shall be closed on Christmas day. In exceptional circumstances these hours may be extended on application to the Association.

#### 3. Maximum Capacity

- 3.1 *Main Hall* – The main hall has a maximum capacity of 234 seated (Theatre style), 180 (for quizzes, functions, exhibitions etc. that use a significant number of tables) and 50 for activity classes (such as aerobics, dance etc.) and on no account shall these figures be exceeded.
- 3.2 *Committee Room* – The maximum capacity is 25 people.
- 3.3 *Dressing room* – The maximum capacity is 25 people for meetings (and up to 50 for stage shows).
- 3.4 *Snooker Room* – The maximum capacity is 25 people.

#### 4. Fire and Safety

- 4.1 Any conditions attached to the Centre's Premises Licence (issued under the Licencing Act 2003), stage play and other licences shall be observed. Nothing shall be done which will endanger the users of the building and the policies of the insurance relating to it and its contents.
- 4.2 in particular;
  - (a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits which must be immediately available for public egress;
  - (b) In order to comply with clause 3 above, users shall undertake a count of the number of people present.
  - (c) The First Aid box shall be readily available to all users of the premises. A report shall be completed and the Association shall be informed of any accident, injury or near-miss occurring on the premises;
  - (d) Performances involving danger to the public shall not be given;
  - (e) No additional electrical equipment shall be brought onto the premises without obtaining permission to do so. Any electrical equipment used within the premises must be satisfactorily tested for safety and the appropriate documentation available for inspection on request. The Community Association reserves the right to refuse the use of any equipment that does not comply with the the aforementioned;



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(f) Oxidising or highly flammable substances or pyrotechnics shall not be brought into or used within the premises. No internal decoration of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the consent of the Association;

4.3 Users shall comply with the following in respect of fire safety ;

- (a) Familiarise themselves with the separate *Fire Instructions* sent with the booking and on display on the premises;
- (b) The emergency lighting (provided over each fire exit) supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- (c) Users are expected to co-operate in any fire drills which may be arranged in order to familiarise users with the fire instructions and evacuation procedures;
- (d) Fire apparatus shall be kept in its proper place and only used for its intended purpose;
- (e) Users must ensure there is no smoking anywhere on the premises (there is a smoking bin outside the foyer);
- (f) Users shall ensure there are sufficient adults present who will act as fire wardens and be clearly identifiable to others as such in the event of a fire alarm (also see supervision);
- (g) Ensure that at the beginning of public entertainment events an announcement is made in respect of 'no smoking', evacuation in the event of the fire alarm , the location of the fire exits, the assembly point;
- (h) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Association;

## 5. Supervision

5.1 The temporary responsible person of an event shall not be under 18 years of age and shall be on the premises for the duration of the activity / event. He /she shall not be engaged in any duties which prevent him /her from exercising general supervision.

5.2 When the premises or any part of them are used for the purposes of public entertainment and up to 100 persons are attending the event, there shall be a minimum of two persons on duty, both of whom shall be 18 years or older. Where over 100 people are attending there shall be three attendants. Where the majority of those attending are less than 16 years of age and when many people with disabilities are expected to attend the number of adult attendants should be increased. All persons on duty shall be informed of the procedures for fire and evacuation of the premises and shall familiarise themselves with the fire-fighting apparatus provided.

## 6. Safety of Young Children

6.1 No activities or groups involving young children under 8 years of age will be permitted on the premises except with agreement of the Association, which will require that the relevant provisions of the Children Act 1988 and any conditions required by the Social Services Department are complied with before giving such permission. In the case of sections, user 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.  
**Groups should have their own child protection arrangements.**

## 7. Supply of Food

- 7.1 **The Association Caterer** is responsible to the Association for hygiene matters in the Kitchen.
- 7.2 Only persons who are food handlers within the meaning of the Food Hygiene regulations and who have satisfactorily undertaken any relevant training required by the Environment Health department shall be permitted to handle and prepare food on the premises. Such persons shall at all times observe the Code of Conduct displayed in the kitchen.
- 7.3 The Association has its own in-house caterer. Arrangements for the provision of catering on the premises for outside hirers may be permitted on request to the Association.
- 7.4 Sections and user groups may (subject to requirements of clause 7.1 and 7.2 above), provide their own catering and following agreement with the Association caterer, utilise the Association kitchen for such a purpose.

## 8. Intoxicating Liquor

The sale of alcohol on the premises is controlled under the Association Registration certificate. No beverages are to be brought onto the premises for sale. Requests for Bar facilities shall be made at the time of booking to the Association's licenced contractor. Alcoholic beverages may be purchased at the Centre bar by those adults attending a function / event.



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**9. Music at the Centre**

The premises are licensed with the Performing Rights Society, ( to perform at the premises) and PPL (to play recorded music at the premises), and user groups may perform under this licence. Each group will need however to pay any show Royalties due for each performance.

**10. 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 organisers of any event shall ensure that the requirements of relevant legislation are strictly observed.

**11. Stage lighting**

The use of stage lighting equipment is not included within the normal hire agreement terms, the use of which is available only by special arrangement with the Association.

**12. Storage**

Users / hirers shall obtain permission from the Association before goods or equipment are left or stored on the premises.

**13. Loss of Property**

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

**14. Car Parking**

Cars shall not be parked so as to cause obstruction at the entrance to, or exits from the Centre. Special arrangements may be made with the Association for parking to unload equipment etc. Cars may be parked within the spaces provided within the terms and conditions applicable at the time.

**15. Nuisance**

15.1 Users and hirers shall ensure that noise levels do not interfere with other activities in the Community Centre or cause inconvenience or noise to the occupiers of nearby houses or property. Particular care should be taken to ensure that pedestrians and car users leave quietly at night.

15.2 Dogs shall only be permitted on the premises in the following circumstances:-

- a) guide dogs for the blind or visually impaired.
- b) in connection with organised events such as dog shows or training.
- c) if accompanying members in the lounge / bar, where such members are responsible for ensuring that animals are kept under proper control.

15.3 The user / hirer shall take all reasonable measures to ensure no litter is left on the premises, its frontage, the car park or any other area (smoking related bins are located outside the foyer). This is a non smoking premises.

**16. Cleaning and Security**

16.1 Users shall ensure furniture and equipment is clean and put away at the end of the event in their original location and are responsible for securing all windows and doors and turning off internal lighting.

16.2 Glassware from the bar should be returned there.

16.3 All rubbish should be securely bagged and placed in the bins (located in the car park or the rear of the hall) before departure.

IF YOU HAVE ANY QUERY SURROUNDING THESE RULES PLEASE CONTACT THE ASSOCIATION OFFICE AT THE ABOVE ADDRESS OR E-MAIL [welcomeifcc@live.co.uk](mailto:welcomeifcc@live.co.uk)