

Tweed way Hall Community Association

General Rules Governing the Use of Tweed way Hall

The Management of Tweed way Hall is vested in the General Management Committee of the Tweed way Hall Community Association, whose powers and compositions are defined in the constitution, a copy of which can be obtained from the Association Secretary. Under the provisions of the constitution, the General Management Committee is empowered to make rules, or to amend or withdraw them.

1. Use of the Centre

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

2. Equal Opportunities

The 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 Lettings Officer.
- (b) The right to refuse any application for use of the centre is reserved to the General Management Committee, or the Lettings Officer, provided that the Lettings Officer reports his/her action to the next meeting of the General Management Committee. The General Management Committee may refuse an application to use the centre by a particular group or individual persons who presents a risk of public disorder or of alienating the Association's beneficiaries or supporters.
- (c) All arrangements for use of the centre 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) All arrangements for use of the main hall are subject to the association reserving the right to cancel bookings by giving notice of 4 weeks, in the event of a full day booking being made which requires the full use of the main hall, unless arrangements can be made to use an alternative room in the centre.

4. Hours of opening

The centre is normally available for use between the hours of 9.00am and 10.30pm Monday to Saturday (vacated by 11pm) and 10.00am and 8.00pm on Sunday.

5. Maximum capacity

The centre has two halls for hire. The maximum capacity of each hall is available from the Lettings Officer. Maximum room capacity includes helpers and performers, and on no account shall this figure be exceeded.

6. Safety requirements.

All conditions attached to the granting of licences shall be strictly observed. Nothing shall be done that will endanger the users of the building and the policies for insurance relating to it and to its contents. In Particular:

- a) Obstructions must not be placed in gangways or exits, especially emergency exits, which must be immediately available to allow unimpeded public escape;
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes;
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose;
- d) The Fire Brigade shall be called to any outbreak of fire, however slight, and details given to the Centre Manager/ Association Chair or Health and Safety Officer;
- e) Performances involving danger to the public will not be permitted;
- f) Highly inflammable substances shall not be brought into, or used, in any part of the premises. Internal decorations of a combustible nature shall not be erected without the consent of the Centre Manager or Health and Safety Officer;
- g) Unauthorised heating appliances shall not be used on the premises;
- h) The first aid box, located in the first aid room, shall be readily available to all users of the centre. All injuries, however trivial, occurring on the premises shall be recorded in the accident log. The Centre Manager, Health and Safety Officer or Association Chair shall be informed of any accident or injury occurring on the premises;
- i) All electrical equipment brought into the building shall comply with the Electricity at work Regulations 1989. The General Management Committee disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not comply.

7. Supervision

The Hirer or person in charge of an activity shall not be under 21 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 that prevent him/her from exercising general supervision

When the premises are used for public entertainment, there shall be a minimum of two persons, neither of whom shall be under 21 years of age, on duty.

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

8. 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 shall be permitted to handle food on the premises. Such persons at all times shall observe the Code of Conduct displayed in the kitchen.

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

10. Stage Plays

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

11. Recorded Music Licence

It is the responsibility of any independent user group that uses recorded music in its activities to check if it requires a licence from the Phonographic Performances Ltd (PRL) and, if so, to obtain one.

12. Storage

The permission of the Centre Manager or Lettings Officer must be obtained before goods or equipment are left or stored at the centre.

13. Loss of property

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

14. 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 Management 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 occasional 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.

15. Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the centre. Cars are parked entirely at owner's risk and the Association cannot accept responsibility for damage to, loss of, theft from, the vehicle.

16. 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 are not permitted on the premises.
- c. Hirers and organisers of events in the centre are responsible for ensuring that the noise level of their function is such as not to inconvenience local residents. Users should vacate the centre without undue noise, particularly at night.

17. Cleaning and security

Use of the centre is subject to the users accepting responsibility for returning all furniture and equipment to their original position and for securing all doors and windows. Users shall also leave the Centre and surrounds in a clean and tidy condition.