

General Rules Governing the Use of South Oxford Community Centre

The management 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 the Office. Under the provisions of the constitution, the Management 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 the conditions incorporated in the hiring agreement.

2. Equal opportunities

Users of the community centre must comply with the Equality Act 2010. They must ensure that the community centre is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

3. Applying to use the centre

- (a) Application for use of the centre shall be made to the Administrator in the office.
- (b) The right to refuse any application for the use of centre facilities is reserved to the Management Committee or the Administrator, provided that the Administrator reports his/her action to the next meeting of 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 of public disorder or of alienating the Association's beneficiaries or supporters. In any circumstance of doubt, the Administrator 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 otherwise 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 09.00 and 23.00.

In exceptional cases, these hours may be extended on application to the Management Committee.

5. Maximum capacity

The Main hall has a maximum capacity of 100 seated or 100 standing (these figures include helpers and performers) and on no account shall these figures be exceeded.

The Lower hall and Room 4 has a maximum capacity of 50 seated or 75 standing (these figures include helpers and performers) and on no account shall these figures be exceeded.

Room 2 has a maximum capacity of 12 seated or 16 standing (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 Premises Licence or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building or invalidate the policies of Registered Charity no 304351

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 may be 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 Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Administrator;
- (f) performances involving danger to the public shall not be given;
- (g) highly flammable substances (i.e. fireworks) shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (such as polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Management Committee;
- (h) no unauthorised heating appliances shall be used on the premises;
- (i) a First Aid box shall be readily available to all users of the premises. They are located in the kitchen first floor, Lower hall, Room 4 and DoJo and must be returned after use. The Administrator must be informed of any accident or injury occurring on the premises;
- (j) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. The Management Committee disclaims all responsibility for all claims and costs arising from the use of any 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. They shall not be engaged in any duties which prevent them 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) when the majority of those present at the entertainment are less than 16 years of age and/or 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 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 children or vulnerable adults will be permitted on the premises except with the written agreement of the Management Committee, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, the Home Office Code of Practice Safe from Harm and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department (as appropriate) are complied with before giving such permission.

All organisers of activities involving children and/or vulnerable adults are required to comply with the recommendations of Community Matters 'Safeguarding Children and Young People', 'The Criminal Records Bureau' and 'The Vetting and Barring Scheme' and the Management Committee reserves the right to exclude from the premises any organisation that fails to comply with this requirement. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and/or vulnerable adults and that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

9. Supply of food and drink

Only persons who have satisfactorily undertaken Level 2 Award in Food Safety in Catering from any provider endorsed by The Chartered Institute of Environmental Health or Royal Society for Public Health, and otherwise satisfied the requirements of current legislation, shall be permitted to handle food on the premises. Such persons at all times shall observe the Code of Conduct displayed in the kitchen. Some foods are exempt and details can be obtained from the Administrator.

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 Management Committee, whose consent must also be obtained prior to seeking any relevant permission and/or to issue any Temporary Event Notice for the sale of alcoholic liquor (see also 13 below).

11. Music in the centre

The premises are licensed with PRS for Music for the performance of copyright music. Users should, however, advise the Administrator as to the frequency of musical performances during their activities. The Association's license 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 Administrator 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 the requirements of the relevant legislation are strictly observed.

13. Temporary Event Notices (TENs)

The Management Committee must be given at least four weeks' notice of any event that is not licensed by the Association's Premises License. The Management Committee will then determine whether or not the event should take place and, if approved, will either they issue the TEN or require the hirer to do so.

14. 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 Administrator 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. 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 and departure.

17. 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 the centre premises under control or 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.

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 Administrator. All users shall also leave the premises and surroundings in a clean and tidy condition, as may be directed by the Administrator.