

Chalfont St Peter Community Centre
Gravel Hill.
Chalfont St .Peter Bucks SL9 9QX.

General Rules governing the use of Chalfont St. Peter Community Centre.

Preamble: The management of the community centre is vested in the General Committee of the Community Centre, whose powers and composition are defined in the constitution, a copy of which may be consulted at the office. Under the provisions of the constitution, the General Committee is empowered to make rules or to withdraw or amend them.

The centre is a Registered Charity No. 113706

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.

The community centre shall be open to all members of the community regardless of race, nationality, 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 Centre Secretary.
- b) The right to refuse any application for the use of 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 Centre's beneficiaries or supporters. In any circumstance of doubt, the Secretary shall report to the Chairman and shall not confirm the letting without the agreement of the Chairman.
- c) All arrangements for the use of the centre facilities are subject to the Centre 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 Centre 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 Centre 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 am and 10.45pm weekdays (midnight on Saturdays). The Centre normally will be locked and alarmed outside these hours. When Association staff are not in attendance at the Centre, hirers will be provided with a key. It is their responsibility to unlock and relock the premises.

In exceptional cases, these hours may be extended on application to the Secretary in advance.

5. Maximum capacity.

The various rooms in the centre have the following maximum capacities including helpers and performers, and on no account shall these figures be exceeded.

Main Hall	156
(chairs locked together)	182
Tony Graham Room	80
Chiltern Room	60
Mary Smithells Room	40
Players Room	20
Members Room	40

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 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 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 Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Secretary; The fire assembly point is the main car park.
- f. performances involving danger to the public shall not take place.

- 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 the 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. A First Aid Box is located in the kitchen and must be returned there after use. Other First Aid boxes are available from the Office and Bar, when open. The Secretary shall be informed of any accident occurring on the premises for entry into the Accident Book and also of any use of a First Aid box.

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 and 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 21 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 over 100 people are present-to three
- b) 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 shall meet the requirements of Chiltern District Council. 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.

It is essential that at least one of the responsible persons should have immediate access, in case of emergency, to a mobile phone.

8. Safety of vulnerable people.

No activities or groups involving either young children under eight years of age or vulnerable adults 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. 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. Where appropriate, it is the responsibility of the hirer to register with the Office for Standards in Education (OFSTED).

9. Supply of food and drink.

As the centre *is not* registered as a food premises no food shall be prepared on the premises, and only dry goods such as packaged biscuits may be stored or served. Canned or bottled non-alcoholic drinks are permitted when the bar is not open, and beverages such as tea or coffee may be prepared and consumed. Hirers may employ outside Caterers for the preparation of hot food, provided that such Caterers are licensed with Chiltern District Council or another Local Authority. No animals are allowed in the kitchen.

10. Intoxicating liquor.

The centre is fully licensed.

When the Main Hall is in use on a Saturday evening a bar is available from 7pm to 11pm at an extra charge included in the booking fee. By prior agreement, the Bar committee can arrange for the bar to be opened earlier and on other days, within the permitted hours, at extra cost. No later extension is possible.

No alcohol shall be introduced onto the premises for consumption at any time/ However, for private functions only, the bar committee will consider requests made 28 days in advance of the event, to bring alcohol into the Centre on payment of "corkage fees".

11. Music in the centre.

The centre is licensed with the Performing Right Society for the performance of copyright music. Users should, however, advise the Secretary as to the frequency of musical performances during their activities. It is not registered with Photographic Performance Ltd. (PPL) to cover the performance of recorded music by affiliated groups and other hirers of the premises, who must consult the 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.

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. TV.

When the Designated Premises Supervisor is in attendance a TV set is available for viewing in the Members room.

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 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 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, or in the spaces reserved for Staff of the centre. Users of the centre should avoid undue noise on arrival and departure.

Vehicles and contents are left entirely at the owner's risk.

17. Nuisance.

- a. Litter shall not be left in or about the centre premises.
- b. Except in the case of trained dogs for the blind or deaf, 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 in 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 equipment to its original position, and for securing doors and windows of premises as directed by the Secretary. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Secretary.

19. Furniture.

Rooms are not prepared for meetings etc. furniture shall not be moved from one room to another, without prior permission. All furniture removed from its normal position shall be replaced. Chairs must not be stacked more than 5 high and tables stored on edge must be restrained.

20. Smoking.

There is a NO SMOKING policy throughout the Centre's building.

November 2009.

Charity No 113706

Company No 7297219