

FORDINGBRIDGE AND DISTRICT COMMUNITY ASSOCIATION

TERMS & CONDITIONS FOR USE OF THE AVONWAY COMMUNITY CENTRE

1. **STATUS**
 - a. These Terms and Conditions are set by the Trustees of the Fordingbridge & District Community Association (*The Association*) and cannot be varied without the written agreement of the Chairman.
 - b. The Current Room Hire Charges of The Association and the Avonway User Guide form part of these Terms & Conditions.
2. **BOOKINGS AND CANCELLATIONS:**
 - a. No booking will be confirmed until the user has provided a completed booking form which establishes a contract. This may be done online by ticking the relevant box in the booking software when implemented. An unsigned emailed booking form will also be assumed to establish a contract.
 - b. The Association reserves the right to refuse or vary bookings. Every effort will be made to give adequate notice of any changes.
 - c. Cancellations at less than three weeks notice will be subject to a 25% charge and those at less than one week will be subject to a charge of 50% of the cost of the cancelled booking. Booked sessions may not be changed after they begin.
 - d. The terms set out at c) will apply to component bookings of a block booking. Where such cancellations reduce a block booking below a discount threshold any discount previously allowed will be forfeited.
 - e. Cupboard hire at an annual charge is subject to availability and is solely for materials used at Avonway
3. Out of office hours the doors are locked as much as possible to improve safety and security. Hirers may be issued with a key or fob for which a deposit will be required. This is to be returned promptly after the hiring period. If the key or fob is lost or mislaid, *The Association* must be notified promptly so that security steps can be taken.
4. **USE OF FACILITIES**
 - a. **Common facilities**

The kitchens, toilets and Jubilee Lounge are facilities available to all users unless notified by The Association in advance.
 - b. **End of Hire period**

The Association operates on the basis of user self help. Users are required to set up for their own use and to return the room to the state in which they found it. The Association provides background cleaning but users are required to ensure that cleanliness is maintained at the end of use. Users must ensure that:-

 - i. Tables & chairs must be put away after use. Note that for safety reasons chairs should be stacked facing the walls, with no more six chairs in a stack.
 - ii. Windows are closed.
 - iii. Lights & taps are turned off; and, if used, the dishwasher & cookers are emptied & turned off.
 - iv. User property is put away in a hired cupboard, or taken off the premises.
 - v. User rubbish is removed from the premises to avoid charges made by NFDC for rubbish collection.
 - c. **Damage**
 - i. Users should report all deficiencies and damage **to the office by phone email or note.**
 - ii. Use of any adhesive on walls, including Blue Tack, is specifically prohibited.
 - d. **Parking**
 - i. Avonway cannot provide parking for the generality of users and parking is generally prohibited.
 - ii. Disabled **drivers** may park. Passengers **disabled or not** should be dropped off and vehicles parked elsewhere.
 - iii. Parking permits may be issued at the manager's discretion to group leaders who have a specific identified need.
 - e. **Costs caused by breaches of these conditions**
 - i. The Association reserves the right to charge for user caused damage or unnecessary cleaning costs.
5. **SAFETY AND SECURITY**
 - a. **General**

The Association provides facilities which meet statutory requirements in respect of Fire, Health and Safety and other legislation. *The Association* has no effective control over how its facilities are used and compliance with other aspect of legislation is strictly the responsibility of users.
 - b. **Fire**

The policies and procedures established by *The Association* for Fire Safety are **made available to users.** Hirers are must operate these and ensure that members of their group are properly informed. Particular attention is drawn to the need to keep Fire Exits clear and to the statutory ban on smoking.
 - c. **Electrical equipment**

The Association's electrical equipment is regularly inspected. Hirers using their own portable electric appliances do so at their own risk and responsibility.
 - d. **Security**
 - i. All users must be aware that there is minimal control over who may enter or leave Avonway. Where practicable users are advised to keep doors locked.
 - ii. The final group to leave the building should check that the building is empty and that all external doors & windows are closed & latched and that all lights and electrical equipment are switched off as appropriate
 - e. **Young and vulnerable persons**
 - i. *The Association* only accepts bookings from adults over the age of eighteen.
 - ii. Users are responsible for the safeguarding of young and vulnerable persons
6. **LIABILITY:**

The Association, its Trustees, Servants or Agents will not accept liability to any person or organization for damage or injury, whatever the cause to:

 - a. Any person. [Hirers are advised to ensure that they have adequate insurance cover for their attendees]
 - b. Any property used, left or stored at The Association's premises. [Hirers are advised to ensure that they have adequate insurance cover for any property used or stored on The Association's premises]
 - c. Any vehicles of any description left or parked on The Association's premises.