

Lower Penarth Community Association

Lower Penarth Community Centre Regular Hirers Information Pack

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Summary

Introduction

This booklet contains information on the hire and use of the Lower Penarth Community Centre for all users who have a regular hire agreement with the Lower Penarth Community Association (LPCA).

If necessary, updates will be published as and when required e.g. if the door entry process changes.

Hirers are requested to keep this pack for reference, and to share it with subsequent group leaders when/if they change.

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Keys

You will be given the key(s) you need to enter the rooms that have been agreed for the term of your hire.

Keys attract a deposit. This is refundable as long as the keys are returned to the LPCA upon full termination of the hire agreement. The amount of the deposit returned will equal the amount set by the LPCA at the time your hire agreement started. It will be charged on your first invoice and returned on your last invoice when your hire agreement is fully terminated, providing that the key(s) have been returned. This applies to terminations activated by either the hirer or the LPCA.

Lost keys will be replaced and the key deposit will become non-refundable. A one-off charge, set at the time of the loss, will be raised for the replacement. This charge will be raised on the first invoice after the replacement keys have been allocated.

Invoicing & Payment for regular sessions

All regular hirers will be invoiced one month in arrears, in the first 7-10 working days of the succeeding month. E.g. March sessions will be invoiced in the first 7-10 working days of April. The number of working days for invoicing varies as the committee members who raise the invoices are volunteers who may not be able to commit to creating and sending the invoices on the same working day of every month.

Usually invoices will be raised to the email account given by the hirer for this purpose, and paid electronically to the email account given by the LPCA treasurer to the hirer.

A special agreement to pay by cheque can be made by the hirer with the person holding the LPCA office of treasurer at the time the hire agreement starts, but this may be reviewed by the LPCA at any time during the hire period.

Payment of the regular hire monthly invoices should be made with 7-10 days of receipt by the hirer. Any issues with the amount raised should be flagged to the treasurer immediately. If an over/under charge is identified, it will be corrected either by an amended invoice being

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sent out, or the equivalent reduction/increase being made on the next month's invoice, whichever is mutually agreed on between the hirer and the LPCA.

Sessions will be invoiced unless at least two weeks' notice of cancellation/termination is given, or unless there are extenuating circumstances for late notice.

Prices are reviewed annually, and at least one month's notice of price changes is given to all regular hirers.

The current prices are published on LPCA Website and the Vale of Glamorgan website for Community Centres.

Using the Hall

On entering the premises:

- Open both upper & lower locks on the front door to the community centre, the Intruder alarm will sound.
- Enter your 4 digit access code plus "ent" on the keypad on your left in the hallway. The alarm will stop.
- There is a switch for the side gates to the left of the alarm which should be OPEN as this is part of the fire exit route from the hall
- Check the toilets are in a good condition for the next hirer
- In the foyer switch gate lock to **CLOSE** position
- Reset the alarm by entering your 4 digit code plus "A" on the keypad.
- Turn off all the lights – some will stay on due to the light sensors being activated
- Lock the main door using both the upper & lower locks.

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Kitchen

Everyone is entitled to use the kitchen and everything that is in the cupboards and drawers **NOT** marked as belonging to a specified group.

The first aid box is located in the kitchen's tall cupboard.

All we ask is that:

- Crockery and cutlery are washed, dried and replaced where they came from, leaving the washing up area clean and tidy.
- Please bring your own tea towels if you need them as they are not provided.
- Power to kettles, microwaves and toasters is switched off.
- Teapots are emptied and rinsed out.
- **THE HIRER, shall ensure, on vacating the hall, that all waste and recycling is removed from the premises.**
- **REMEMBER – children under 5 are NOT allowed in the kitchen under any circumstances.**

If you do not want to use the kitchen and have young children in your group, please close the door to the kitchen.

- **Main Hall**
- Tables & Chairs
- Please **LIFT** the tables to where you want them to be. Two people can easily lift and carry them. This saves wear and tear of the floor surface.

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- The **small red tables** are designed to be heavy so they are stable for toddlers, and **two people** are definitely required to lift and carry them. **Do not drag them.**
- Stack the chairs with **no more than 4 chairs to each stack.**
- The red chairs have different coloured legs, use those legs as a guide for stacking, but no more than seven per stack
- **Please replace the tables and chairs alongside the walls**
- Please leave a gap between either the wall or radiator and the tables. This prevents the walls, radiators and tables becoming even more scuffed and chipped.

Fire Safety

As the person responsible for the event/function you have legal duties with regard to the safety of those persons attending, or working or assisting at, the event/function.

Please familiarise yourself with the LPCA Fire Rules and Regulations found on our website.

Toilets

Please keep the toilets clean and tidy, and check on leaving that the taps are fully turned off and that the facilities are in a fit state for the next group using the hall.

Storage

If you use any of the cupboards for storage, please ensure that you keep your keys safe, and that everything is stored safely and tidy to prevent things falling out when the cupboard doors are opened.

Groups sharing the storage room located in the main hall should pay particular attention to leaving the roof access space clear and ensuring it is easily accessible in case of emergencies and routine maintenance work.

These groups also need to respect each other's belongings and make sure that they only use their own, unless permission has been sought and given.

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OTHER

Interruptions to sessions

These should only occur when someone needs access to carry out repairs etc as a matter of urgency, and your patience and understanding is requested at these times.

Routine repairs and maintenance appointments e.g. checking fire equipment, should have been made in advance for times when no-one is using the hall. So if you are interrupted, you can ask them to leave and to call the number they have been given.

Equal Opportunities Policy

All hirers are expected to comply with the Vale of Glamorgan and LPCA equal opportunities policy. This policy can be viewed on the LPCA Website

Insurances, Accreditations and DBS Checks

It is the responsibility of the hirer to ensure that they, or anyone whom they may employ e.g. physical trainers, has the correct type and level insurance for the activity being carried out and that all necessary accreditations have been obtained and can be viewed.

Successful DBS checks must be provided when required by law for those people working with children and vulnerable adults

SUMMARY

Leave – the hall as you would like to find it and all users benefit

Protect – everyone by sticking to health & safety and equal opportunities guidelines.

Contact –BookingSecretary@PenarthLPCA.onmicrosoft.com

Access - keep your keys safe and remember to use the alarm

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