

Listowel Family Resource Centre Policy on Use of the Family Resource Centre

Any group from the target groups of the Centre and / or from the local community, including voluntary, statutory and private organisations, may use the Centre's meeting rooms with the consent of the Voluntary Board of Directors. Insurance, indemnification, health and safety and the protection and promotion of child protection and welfare will be a consideration of the Voluntary Board of Directors when deciding whether to make the Centre available and under what conditions.

1. Any group using the Centre is obliged to provide the following:
Name of the group, a contact name, telephone number and email address.
The aims and objectives of the group (if the group does not have these formally agreed – a clear and simple outline of the role of the group will be sufficient).
2. Groups planning to advertise an event that they hope to run in the Centre must first furnish a copy of the advertisement to the Facilities Co-ordinator or Manager.
3. Meeting rooms must be booked in advance.
4. Groups that are not identified in our work plan wishing to use the meeting rooms in the Centre must provide confirmation of current public liability insurance specifically indemnifying the Centre.
5. These facilities may not be used for any activity prohibited under Irish or European Law.
6. Keys must be collected from the office during office hours and returned before 1.00 pm the next day if applicable. The person who collects the key is ultimately responsible for opening up and closing the premises.
7. Only those groups that have booked and collected keys have access to the meeting rooms
8. Groups must not interfere with, or use, office equipment and materials without the approval of a senior member of staff.
9. All groups must provide their own materials (i.e. flip chart paper, markers etc.) Unless otherwise requested in advance and included with agreed rent.
10. The use of alcohol or any banned substances on the premises is strictly prohibited, unless prior approval has been granted.
11. The Centre cannot take any responsibility / liability for accidents caused by the use of any materials or equipment that have been brought into the Centre by individuals or groups for

their own use.

12. All groups using the Centre must comply with the policies and procedures of the organisation including Health and Safety procedures. This requires all groups to document and sign a report on any accident or incident that occurs and the Facilities Co-ordinator and/or Manager must be informed as soon as possible. In the interest of safety it is the policy of the Centre to ensure that the premises meet with health and safety requirements / standards. Faulty equipment, furniture or materials, that are likely to cause a health or safety hazard, must be brought to the attention of the management.
13. All those using the building must comply with the Centre's policies regarding equal status, anti-racism, bullying and harassment including sexual harassment. Failure to comply with these policies and procedures may lead to the withdrawal of access to facilities.

Before leaving the premises please ensure that:

- a) Chairs and other furniture are returned to their original position if applicable.
- b) Cups etc. are washed, dried and put away. Floors and surfaces that have been used must be swept / cleaned.
- c) All materials / equipment brought in and / or used by groups must be removed or placed in the storage space provided.
- d) All lights and equipment are switched off.
- e) All windows are properly closed.
- f) Nothing is left on the storage heaters.
- g) Toilets and meeting spaces are vacated.
- h) All doors are locked if applicable.

The Voluntary Board of Directors will review this policy and procedures regularly. Failure to comply with any of the above may jeopardise your access to the Centre. Thank you for your co-operation.

This Policy was adopted at a meeting of Listowel Family Resource Centre Ltd by the Management Committee on: _____

Signed: _____