



## **SUMMARY OF RULES GOVERNING THE USE OF THE Deafness Resource Centre**

**1. You can expect from us:** Clean, secure, safe premises in which to hold your meeting / event

**2. We expect from you:** Respect for the building, staff and all the fixtures and fittings in the Centre

### **3. Equal Opportunities**

The Centre is open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status

### **4. Use of the Centre**

The Management Committee has the overall power to refuse any group from using the centre

### **5. Opening Hours**

The Centre is generally available between 9am and 9pm on weekdays. In exceptional cases, these hours may be extended on application to the Management Committee

### **6. Maximum Capacities**

**Hall** 150 people      **Lounge** 35 people      **IT Suite** 10 people  
**Small Training Room** 8 people      **Large Training Room** 25 people

### **7. Alcohol**

**No intoxicating liquors are permitted on any part of the premises**

### **8. Smoking**

**No smoking is permitted on any part of the premises**

### **9. Health and Safety**

All users must adhere to the Centre's *and their own* Health and Safety policies and procedures

## **10. Supervision**

The person in charge of each activity must be 18 yrs or over; shall be on the premises for the entire period of hire; and shall be responsible for the behaviour of all their members

## **11. Betting, Gaming and Lotteries**

The Centre holds a small lotteries license for it's **own** bingo nights or raffles. Other groups wishing to have their own raffle / gaming / lottery must have their own license

## **12. Recorded Music Licence**

It is each group's responsibility to check if it requires a licence from Phonographic Performances Ltd if it plays recorded music.

## **13. Storage**

The permission of the Office Manager must be obtained before goods or equipment are left or stored at the Centre

## **14. Loss of Property**

The Deafness Resource Centre cannot accept responsibility for damage to, or the loss or theft of, users' property and effects

## **15. Car Parking**

Cars should not obstruct the entrance to the Centre

The Deafness Resource Centre accepts no responsibility for damage to, or the loss or theft of cars parked on our property **or** the car park next door

## **16. Nuisance**

Users should avoid undue noise on arrival and departure, and during their activity  
Litter shall not be left in or about the Centre premises

## **17. Cleaning and Security**

All groups should try to return furniture and equipment to their original positions

All groups should leave the premises and surrounds in a clean and tidy condition

## **18. Behaviour**

No form of inappropriate behaviour will be tolerated within the Centre.

Hirers or organisers will be held responsible for the actions of their participants.

The Chief Officer has the right to take immediate action

- A full set of policies and procedures is available on request.
- All groups hiring rooms at the Deafness Resource Centre should have read and signed a Room Hire Contract and Cancellation Policy