

## **Felinheli Community Council**

### **A Guide to Hall Users**

#### INTRODUCTION

Felinheli Memorial Hall includes the main hall and the community room – the Hall in this document. It is owned by Felinheli Community Council and has a Hall Users' Committee.

The Hall has a Premises Licence and insurance and is inspected and serviced for fire protection. No smoking is allowed in the Hall or land around the Hall owned by the Community Council. No alcohol is allowed "to cross the threshold" of the Hall as noted in the Deeds.

The Hall is available free of charge to Felinheli voluntary, community and charity societies or organisations for holding meetings or events, provided they have the agreement of the full Council.

The Hall is also available for children's parties and other private or business functions for a fixed sum through arrangement with the Clerk and to organisations from outside the village for an agreed sum, with the agreement of the Council.

#### USER GROUPS

All users should be vigilant as to the safety of their members at all times and they should make sure the hall is tidy at the end of each period of use.

The Caretaker will be responsible for opening and closing the hall before use, unless the place is being used by User Key-Holders. The Caretaker is employed by the Council and carries out a set of agreed duties (see Caretaker's Duties).

The Clerk will keep a timetable of hall usage; a copy shall be placed in the hall and the caretaker will have a copy.

Societies and clubs that use the hall on a regular basis may, at the Council's discretion, be entrusted with keys – referred here as User Key Holders.

User Key Holders:

- 1) They should be held by elected representatives of regular User groups only.
- 3) The Clerk will keep a list of all key-holders' names and contact details. The Clerk should be notified of any changes.

4) The keys should only be used before and after User group meetings as agreed upon by the Council. Should the User groups wish to use the Hall at other times, they should seek the agreement of the Clerk before hand.

5) Key-holders should discuss their heating requirements with the Caretaker.

6) Key-holders will be responsible for locking up all windows and doors and turning off lighting and heating at the end of the session (unless the hall is being used immediately by another group).

7) Key-holders should inform the Clerk of any damage or maintenance problems.

Date:

Issue No: