

# GLENLOUGH COMMUNITY CENTRE

## USER AGREEMENT WITH



Glenlough Community Centre Management Committee will:

1. Make the following facilities available on the days indicated below:

from \_\_\_\_\_ for a period of \_\_\_\_\_ week(s) for a weekly fee of £ \_\_\_\_\_ :

Day	Time in	Time out	Kitchen	Toilets	Barbican	Doonan	T'van	C. Falls
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Additional storage								

2. Ensure that the centre is opened at an appropriate time.
3. Consider any reasonable request by the group to alter the agreed dates and times (see 5 below).
4. Investigate any complaint put forward by the group.
5. Remedy any deficiencies, where possible, in the agreed facilities, within one week.

### The group using the centre will:

1. Have a representative present at opening time and at all times during the booked session.
2. Accept full responsibility for the facilities which its members occupy. Any damage caused will be charged to the group.
3. Leave the facilities in the condition in which they found them. *Any problems not reported by the group (to the caretaker or a member of the GCCMC) on entering the facilities will become the responsibility of the group.*
4. Supervise all members of their group at all times.
5. Apply in writing to the GCCMC at least one week in advance regarding any proposed change to allocated times.
6. Forward all complaints directly to the GCCMC.
7. Report all accidents to the caretaker or a member of the GCCMC, complete and return within one week the form provided, and enter details in the Accident Report Book.
8. Ensure that alcohol and smoking are not permitted on the premises.
9. Pay rent, as agreed, in advance.
10. Put in place appropriate insurance, where required.
11. Ensure that appropriate consideration is shown for all other users and user groups. A copy of the GCCMC equal opportunities policy is attached.
12. Make cancellations at least one week in advance, otherwise the agreed charge will be levied.

### Please note:

1. For insurance and security reasons, keys will not be made available to any user group.
2. Misuse of facilities or non-payment of fees will result in the withdrawal of facilities.
3. From time to time the GCCMC may, at their discretion and to accommodate community needs, alter the times set out above. One week's notice will be given and co-operation would be appreciated.

For Glenlough Community Centre

For Management Committee of Group

Signed and dated:

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