

## **Policy for use of Committee Room**

1. Room must be booked through the Contact Us page on the website or through the webmaster direct. In his absence, bookings can be made through the Treasurer. Arrangements must be agreed for collection and return of the keys. All bookings will be recorded on the office bookings calendar on the website so as to publicise availability of the office.
2. Payment for use of the room must be made to the Treasurer. Based on the bookings shown on the calendar, the Treasurer will invoice the Groups Treasurer quarterly in arrears, who will verify the use of the room with the group leaders and, subject to their agreement, will transfer appropriate funds to the Treasurer. Where groups do not bank monies through the Groups Treasurer, the Treasurer will invoice the group leader direct at the end of each quarter.
3. Groups must sign in using the guest book under name of the group.
4. All group members should wear name badges to identify them to other tenants in the building.
5. The first person to arrive should indicate on the board inside the entrance to the building to show that U3A members are in the building. Please remember to alter it on exiting the building
6. Group Leaders must familiarise themselves with the plan of the building showing fire exits, toilets etc.
7. The room must be left clean and tidy and as found. All washing up to be done and put away as we do not have a cleaner. Any wet rubbish, teabags etc. should be put in kitchen bin.
8. Groups should provide their own tea and coffee etc. The kettle must be used in the kitchen and not plugged into the extension lead in the office

9. Door should be securely locked using the mortice lock and the keys should be returned to the key holder promptly.
10. Any issues concerning the use of the room must be conveyed to the Chairman.
11. Any accidents must be reported to the Welfare Secretary or Business Secretary using the U3A accident report form (available on the website).