



POLICY FOR GROUPS USING THE FAMILY RESOURCE CENTRE & TAYLOR CENTRE

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1. GUIDELINES FOR USING THE CENTRE

1.1 What is required

- 1.1.1 The Carrigtwohill Family Resource Centre provides a safe, friendly, open and confidential environment free from discrimination and inequality. All those using the building must comply with the Centre's policies regarding equal status, antiracism, bullying, and harassment including sexual harassment. Failure to comply with these policies and procedures may lead to the withdrawal of access to facilities.
- 1.1.2 Any Not for Profit Organisation, state agency or business (in this order of preference) 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 welfare will be a consideration of the Voluntary Board of Directors when deciding whether to make the Centre available and under what conditions.
- 1.1.3 Any Not for Profit Organisation, state agency or business using the Centre is obliged to fill in a Meeting Space Booking Form as outlined in Appendix 1.
- 1.1.4 Not for Profit Organisations, state agencies or businesses planning to advertise an event that they hope to run in the Centre must have the advertisement approved by the Co-ordinator or the Chairperson of the Voluntary Board of Directors.
- 1.1.5 These facilities may not be used for any activity prohibited under Irish or European Law.
- 1.1.6 Not for Profit Organisations, state agencies or businesses must not interfere with, or use, office equipment and materials without the approval of a member of staff or a member of the Voluntary Board of Directors.
- 1.1.7 Not for Profit Organisations, state agencies or businesses must provide their own materials (i.e., flip chart paper, markers etc).
- 1.1.8 The use of alcohol or any banned substances on the premises is strictly prohibited.
- 1.1.9 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.

1.1.10 All Not for Profit Organisations, state agencies or businesses using the Centre must comply with the policies and procedures of the Centre including Health and Safety procedures. This requires all groups to document and sign a report on any accident or incident that occurs, and the chairperson of the Voluntary Board of Directors 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.

1.2 How you can book a room

1.2.1 Rooms can be booked with the Centre in the following ways:

- **By phoning the centre on : 021 4533000**
- **By emailing on:** coordinator@carrigtwohillfrc.ie
administrator@carrigtwohillfrc.ie
- **By calling into the Centre and speaking with the Receptionist, Administrator or Co-ordinator.**

1.2.2 All organisations will be required to supply some basic information, per the Meeting Space Booking Form attached in Appendix 1.

1.2.3 Meeting rooms must be booked in advance.

1.2.4 Before leaving the premises the Not for Profit Organisation, state agency or business that was using the room is expected to ensure that:

- Chairs and other furniture are returned to their original position.
- Cups etc. are washed, dried, and put away.
- All materials / equipment brought in and / or used by groups must be removed or placed in the storage space provided.

- All lights and equipment are switched off.
- All windows are properly closed.
- Nothing is left on the radiators.
- Toilets and meeting spaces are vacated.
- All doors are locked.

1.2.5 Hiring of any room in the Family Resource Centre or the Taylor Centre is at the full discretion of the Voluntary Board of Directors

1.2.6 The ethos and mission of any organisation wishing to hire room(s) must be compatible with that of the FRC CLG and the building owners.

1.3 What our rates are

We have a number of options for renting rooms and are flexible in order to accommodate the requirements of Not for Profit Organisations, state agencies or businesses. All proceeds from any rent collected goes towards the running of the Centre including, heat, light and maintenance.

A rental cost will be provided once a request is received, and a decision will be made on individual cases.

1.4 Health and safety issues

Any Not for Profit Organisation, state agency or business using the Centre will be given a summary of the Centres Health and Safety Guidelines / Policy and will be expected to abide by all recommendations / regulations made.

1.5 How we deal with problems / who do you go to

In the event of a problem or issue arising, you can contact the Co-ordinator on:

Tel: 087 3880306

Email: coordinator@carrigtwohillfrc.ie

Please outline your problem or difficulty. These could relate to the following:

- Any Health and Safety issues.
- Cleanliness and order of the room hired.
- Security issues.
- Difficulties within the Group using the Centre.
- Timetable problems etc.

Where it is felt that the issues raised cannot be dealt with by the Co-ordinator, you may be asked to put your difficulties in writing, and these will be brought to a meeting of the Voluntary Board of Directors for discussion and resolution.

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.

APPENDIX 1:

Carrigtwohill Family Resource Centre Booking Form

Name of Organisation: _____

Contact Person: _____

Telephone Number: _____

Nature of the work of the Organisation: _____

Please tick one of the following:

Not for Profit Organisation ☐ State Agency ☐ Business ☐

Other ☐ Please specify _____

Additional Information

Date(s) meeting space required: _____

Time(s) meeting space required: _____

Number of people attending: _____

Insurance Details: _____

Disabled access requirements: _____

Any additional requirements (Kitchen facilities, projectors etc.): _____

