

**AGREEMENT FOR USE OF COMMUNITY BASE MEETING ROOMS BY**

\_\_\_\_\_ (hereafter referred to as the group)

Please put a cross to indicate the status of your group

- a group licencing space at Community Base [  ]
- a not-for-profit, non-governmental group without paid staff [  ]
- a council or NHS project or department, governmental or commercial sector organisation or a cross-sector partnership [  ]
- a not-for-profit, non-governmental group with paid staff [  ]

**BOOKINGS AND PAYMENT**

1. The group agrees **TO PAY FOR ALL ROOM BOOKINGS IT IS INVOICED FOR** whether the group uses or cancels the booking, by cheque or BACS (in which case the invoice number must be used as the BACS reference).
2. The group agrees **TO PAY THE CORRECT RATE** for all bookings as stated at [www.communitybase.org/charges](http://www.communitybase.org/charges) and to inform Community Base if its status changes, paying the correct rate applicable on the day the booking is made for.
3. The groups agrees **NOT TO MAKE BOOKINGS ON BEHALF OF ANY OTHER GROUP**, company, project, organisation, government body, quango, consortium, partnership or other entity with an identity in the public domain.
4. The group agrees that **ANY BOOKING NOT PAID FOR WITHIN THE PERIOD STATED ON THE INVOICE MAY BE CANCELLED** by Community Base.

**SAFETY AND SECURITY**

5. The group agrees **NOT TO LET ANYONE INTO COMMUNITY BASE** other than people attending the group's activities.
6. The group agrees to ensure the **SAFETY AND SECURITY** of people and property in Community Base; for example the group agrees not to block fire exits, not to cover heaters, to use electrical appliances safely and to use the balcony safely.
7. The group agrees to ensure that everyone entering Community Base as a result of the group's use of Community Base is aware of and adheres to Community Base's **FIRE EVACUATION PROCEDURE**. The fire evacuation procedure is that when the fire alarm sounds everyone should immediately evacuate the building by the nearest fire exit, without using a lift, and go to the fire assembly point, south along Queens Road by Brighthelm Gardens. No one should attempt to re-enter the building until authorised to do so by the Fire Service or Community Base staff.
8. The group agrees to appoint people to be responsible for ensuring that all **PEOPLE WITH LIMITED MOBILITY** attending the group's activities, including wheelchair users, can leave the building safely if the fire alarm is sounded.
9. The group agrees that in the event of any **EMERGENCY** or concern about safety it will immediately contact Community Base reception on (01273) 234000 or extension 200 or, if reception is closed, our security company on 0870 608 1881.

**USE OF MEETING ROOMS**

10. The group agrees to ensure that **NO MORE THAN** 100 people use the South Wing conference room and no more than 12 people use South Wing two or three.
11. The group accepts that Community Base is not responsible for ensuring that the group's equipment works with the **CONFERENCE ROOM PROJECTOR**.
12. The group agrees **NOT TO USE DISPOSABLE PLATES, CROCKERY, CUTLERY OR DRINK CONTAINERS** in the conference room and agrees to wash up, dry and put away all plates, crockery, cutlery, tumblers and mugs provided by Community Base.
13. The group agrees to leave all rooms and areas within Community Base **CLEAN AND TIDY**, cleaning whiteboards and flipcharts, removing its property, putting all rubbish in bins or recycling bins and returning all furniture and equipment in the conference room to the places specified on the notice in the conference room.
14. The group agrees **NOT TO DAMAGE** any Community Base property, to immediately inform Community Base of any such damage and to pay Community Base the cost of making good any damage or loss caused by the group.
15. The group agrees **NOT TO PUT UP ANY NOTICES OR SIGNS** outside, or in any part of, Community Base without the written permission of Community Base or use blu tac or similar material on any surface in Community Base.
16. The group agrees to return **ACCESS CARDS** issued to it by Community Base promptly.
17. The group agrees to ensure that **NO ANIMALS** are allowed into Community Base with the exception of guide dogs.
18. The group agrees **NOT TO CAUSE DISRUPTION** to people outside any rooms it books.

**GENERAL**

19. The group, unless licencing space at Community Base, agrees that the person signing this agreement will be the group's sole **CONTACT PERSON WITH COMMUNITY BASE** and, if the group's contact person changes, to give contact details of the new contact person to Community Base.
20. The group agrees not to use Community Base for any purpose that is **ILLEGAL**.
21. The group agrees **NOT TO HOLD COMMUNITY BASE LIABLE** for any loss, damage, theft or injury arising out of the group's use of Community Base or for any loss due to Community Base cancelling a booking or being unavailable for whatever reason.
22. The group agrees that Community Base can **WITHDRAW PERMISSION** for the group to use its meeting rooms at any time.
23. The group agrees to abide by any **CHANGES IN THESE RULES** Community Base notifies to it in writing or by email.

\_\_\_\_\_ (signature of contact person)

Name of contact person \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Website (if your group has one) \_\_\_\_\_

**Before any room bookings can be made this agreement must be signed and returned to  
Community Base, 113 Queens Road, Brighton BN1 3XG**