

COMMUNITY BASE

AGREEMENT FOR USE OF MEETING ROOMS

1. It is agreed that _____
(hereafter referred to as the group) can use meeting rooms at Community Base between the hours of 8am and 10pm only, this permission being withdrawable immediately at any time by Community Base at its absolute discretion.
2. The group agrees **TO PAY** for all rooms it books at the rate and within the period stated on the invoice.
3. The group agrees to ensure that **NO MORE THAN** 100 people use the South Wing conference room, no more than 12 people use South Wing two or three and no more than four people use the interview room.
4. 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 a representative of the Fire Service or Community Base.
5. 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, leave the building safely if the fire alarm is sounded.
6. The group agrees that in the event of any **EMERGENCY** or concern about safety it will immediately contact Community Base reception (extension 200) or, if reception is closed, our security company.
7. The group agrees to take all possible steps to ensure the **SAFETY AND SECURITY** of people and property in Community Base; specifically, the group agrees not to block fire exits at any time, not to cover heaters, not to use any electrical appliance that may be unsafe and to ensure the balcony is used safely.
8. The group agrees **NOT TO DAMAGE** any part of Community Base or any equipment owned by Community Base and to pay Community Base the cost of making good any damage or loss caused by the group or by anyone reasonably believed to have entered Community Base as a result of the group's use of Community Base.
9. The group agrees **NOT TO LET ANYONE INTO COMMUNITY BASE** other than to attend the group's activities.
10. The group agrees to leave all rooms and areas within Community Base **CLEAN AND TIDY**, removing all property belonging to the group and putting all rubbish in bins or recycling bins.
11. The group agrees not to use **BLU TAC** or similar material on any surface in Community Base.
12. The group agrees **NOT TO PUT UP ANY NOTICES OR SIGNS** outside, or in any part of, Community Base without the express permission of Community Base.
13. The group agrees only to use the South Wing **KITCHEN** when hiring the conference room.
14. The group agrees **NOT TO REMOVE ANY FURNITURE OR EQUIPMENT** from any room at any time.
15. The group agrees to **RETURN ALL FURNITURE AND EQUIPMENT** in the conference room to the places specified on the notice in the conference room.
16. The group agrees to **CLEAN WHITEBOARDS** in South Wing two and three and not to write on the flipchart stand in the conference room.
17. The group agrees to ensure that, if used, the equipment cupboard in the conference room is **LOCKED** when finished.
18. The group agrees to return all **KEYS AND ACCESS CARDS** issued to it by Community Base promptly and immediately on demand.
19. The group agrees not to use Community Base for any purpose that is **ILLEGAL**.
20. The group agrees to ensure that **NO SMOKING** takes place in Community Base.
21. The group agrees to ensure that **NO ANIMALS** are allowed into Community Base with the exception of guide dogs.
22. The group agrees **NOT TO USE DISPOSABLE CROCKERY, CUTLERY OR DRINK CONTAINERS** in the conference room and agrees to wash up, dry and put away all plates, crockery, tumblers and mugs provided by Community Base in the conference room by the end of any period of room hire.
23. 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 being unavailable for whatever reason.
24. The group agrees that if it **BREACHES THIS AGREEMENT** Community Base may surcharge the group an amount determined by Community Base and/or cancel bookings by the group.
25. The group agrees to abide by any **CHANGES IN THESE RULES** notified to it in writing or by email by Community Base.

Signed on behalf of the group _____

Name _____ Position _____ Date _____

Address _____

Email _____ Phone _____

Please return to Reception, Community Base, 113 Queens Road, Brighton BN1 3XG