*Caerwent Community Centre*

We hope you are enjoying the use of this local amenity. It is run by volunteers with no permanent paid staff so we rely on the hiring groups to respect the facility. Please ensure that your groups adhere to the guidelines in the booking form and treat the centre and other users with respect. These are spelt out in the booking forms but the key points for all users are:

* Keep the hall clean and litter free when you leave, ready for the next group
	+ V mop for sweeping the sports hall is stored in the caged area
	+ Other cleaning utensils are stored in the cupboard in the disabled toilet
* Ensure good time keeping so that groups who are booked after your session can start on time.
* Report any accidental breakages to the committee.
* Do not use any stored sports equipment without the permission of the group owning it.
* Return any chairs to the entrance hall, stacked no more than chest high.
* No sharp / rough objects to be brought in which may damage the floor.
* No food and drink (other than water for hydration) to be brought into the hall. Maintaining good condition of the floor is essential and even spilled sports drinks may leave a permanent mark. Any water spills must be mopped up.
* Hall should be locked and key returned to key-safe after using the hall.
* Fire doors must not be left jammed open.
* Fire escape doors must never be obstructed. They may be opened for ventilation but must be shut at the end of a booking.
* Under no circumstances except a fire emergency should fire extinguishers be moved or tampered with.
* Hiring groups should familiarise themselves with the Fire precautions and Procedures on the website, as well as the conditions of hire found on the hire forms.
* It is the responsibility of any hiring party to assess the suitability of the hall for their activity, including risk assessment and insurance if needed. CCC accepts no liability for any injury sustained by the Hirer, their guests or other persons attending the function for which the premises have been hired.

Contact details of committee members living locally if there is an urgent issue:

Mark Lewis (Chair): 07932314058

Andy Forbes (Secretary): 07753662703

Chris Davies: 07521932512