

MEETING ROOMS

Terms and conditions for hire:

Cancellations:

All cancellations must be made at least 7 working days before the hire date or MFF will charge the full amount unless the facility is re-let.

1. The room must be left clean and tidy at the end of the session ready for the next user, all rubbish to be put in the allocated areas. Failure to leave the room in a satisfactory condition, will result in an extra charge for cleaning costs.
2. Any catering that is sourced will be the responsibility of the person/ group requesting it.
3. Any damages will be chargeable to the hirer (person signing this form) including any hired equipment.
4. Any equipment or property that you bring with you, e.g. laptops, music systems etc. are at your own risk / responsibility. MFF will not be held responsible for any loss or damage.
5. You must notify MFF when making the booking if your activity requires a license, e.g. alcohol.
6. You must vacate the meeting room at the end of your hiring time. Failure to do this will result in a charge for extra time, staffing and security and any other expenses that arise as a result.
7. Marsh Farm Futures Code of Conduct is to be adhered to at all times

Code of conduct

We welcome people of all abilities, age, race, social class, colour, ethnic or national origin, culture, gender, sexual orientation, marital status, religion or creed at this community centre.

It is our aim that no one should receive unfair or unlawful treatment here. We want all service users and workers to feel safe in this building, and we therefore ask you to observe the following code of conduct:

None of the following acts are acceptable here: -

1. Words of abuse or assault on any other person.
2. Words or gestures of abuse to service users or staff or behaviour likely to exclude or offend any persons on the grounds of their race, social class, colour, disability, ethnic or national origin, culture, age, gender, sexual orientation, marital status, religion or creed.
3. Production or distribution of material which in the view of MFF is racist, sexist, ageist, homophobic, or offensive to people because of their disability, social class, ethnic or national origin, culture, marital status, gender, religion or creed.
4. Nuisance or annoyance to any other persons.
5. Bringing in alcohol unless attending a private function.
6. Being in possession of objects that may be deemed to be offensive weapons.
7. Possession of an illegal substance.
8. Damage to any part of the building or its contents.
9. Interference with or unauthorised entry to activities or functions.
10. Refusal to obey instructions given by a member of MFF staff on duty.

Failure to comply with this code of conduct will result in an order to leave the premises and their grounds immediately.

Such behaviour can also result in being banned from the premises and their grounds for a longer period or indefinitely.

Health and Safety - Fire procedure

- If you find a fire please alert the rest of the building by pressing the nearest red call point.
- Do not attempt to tackle the fire.
- Leave the building at the nearest exit as quickly and safely as possible.
- The assembly meeting point is located by the green sign in the front court yard. Please wait there for further information. A fire marshal will be wearing a high visibility jacket.

First Aid

- First aid supplies are kept at the front desk.
- If a first aider is required, please speak to the person at the Reception desk

Contact Details

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