



**Crosspoint (Westbury)**  
Albion House  
1 Market Square  
Westbury  
Wiltshire  
BA13 3DE  
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**Crosspoint (Westbury) Policy Governing Use of Crosspoint Welcome Centre by other groups and organisations.**

1. The Crosspoint Welcome Centre exists to fulfil the objectives of Crosspoint (Westbury) A local charity, founded on Christian values, which seeks to promote the wellbeing of local residents and contribute to the relief of those in need, irrespective of age, gender, sexual orientation, disability, race or religion
2. As part of fulfilling this vision the Welcome Centre is available for use by other groups within the community. The aims and activities of any group must be in sympathy with the aims of Crosspoint.
3. Any group or organisation wishing to use the Welcome Centre facilities must contact a member of the Crosspoint Committee providing evidence of how this use will meet a need in the local community.
4. The committee will consider every request and respond in good time. The final decision is at the discretion of the committee.
5. Any use of the facilities must not be conflict in nature or in time with the activities of the Welcome Centre. The operation of the Welcome Centre will take precedence over any outside group. Due notice will be given if this involves a change to existing arrangements. Once the use of the Welcome Centre has been approved the following procedures will be put in place:
  1. Times of use will be booked with the Committee and entered on the on line calendar. Any changes to this use must be notified in advance. Any long term bookings are provisional. Crosspoint reserves the right to extend the opening hours of the Welcome Centre. (see paragraph 5 above).
  2. A suggested donation is requested of £20 per session (i.e. morning, evening).
  3. During working hours (Mon-Fri 9-5pm) a key for the Welcome Centre can be obtained from Garston Vets, 7, Market Place, Westbury BA13 3DE . A named and signature must be provided for the solicitors to verify identity. Outside working hours arrangements must be made with a Committee member to collect and return the key.
  4. Users of the premises accept responsibility for security and housekeeping. Facilities for preparing refreshments are available. Users are requested to leave the premises in which it was found. (i.e. washing up, turning off heaters and electronic equipment.)
  5. The use of phones/ computers by any group or organisation should be requested in advance.

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