



## USE OF PREMISES POLICY AND PROCEDURE

### WESTBURY

#### Policy Statement

---

Crosspoint (Westbury) is a local charity which seeks to promote the wellbeing of local residents by contributing to the relief of those in need, irrespective of age, gender, marital status, race, ethnic origin, religion, sexual orientation, and physical or mental capability.

The Crosspoint Welcome Centre exists to fulfil this objective and as part of this vision, the Centre is available for use by other groups in the community. The aims and activities of any group using the Centre must be in sympathy with the aims of Crosspoint.

#### Procedure

---

Any group or organisation wishing to use the facilities must contact a Trustee, providing evidence of how their group/organisation/activity will meet a need in the local community. The Trustees will consider each request and their decision will be final.

Any use of the facilities must not be in conflict with Crosspoint activities and the operation of the Centre will take precedence over any outside group. Due notice will be given if this involves a change in existing arrangements.

Once the request has been approved, the following procedures will be put in place:

- a) Times of use will be booked with the Trustees. Any changes must be notified in advance. Any long term bookings are provisional. Crosspoint reserves the right to extend the opening hours of the Centre.
- b) A suggested donation of £20 is requested for each session (i.e, morning/afternoon/evening). This amount can be adjusted at the discretion of the Trustees.
- c) During working hours (Monday – Friday 9.00 a.m. – 5.00 p.m.) a key to the Centre may be obtained from Garstons Vets, 7 Market Place, Westbury BA13 3DE by the person nominated by the user. Outside working hours, arrangements must be made with a Trustee to access a key.
- d) Visitors to the premises accept responsibility for security and housekeeping. Facilities for the preparation of refreshments are available. Visitors are asked to

leave the premises in the state in which it was found (e.g. washing up, turning off heaters and electric equipment, closing windows).

- e) The use of telephones, computers and other equipment by a visiting organisation should be requested in advance.