Ashby u3a. Use of Hired Venues for Group Meetings

Venues

Ashby u3a has a policy of trying to use venues which give access to all. Please see our Accessibility Policy for a list of known suitable venues. This policy can be found on our website under the Information tab at the top of every page. Groups are not restricted to just these venues, but these have been tried and tested.

Contracts

If the group wishes to hire a venue, check with the Group Coordinator first to see if we already have an agreement with that venue so that you don't have to negotiate a new contract with them. Alternatively the Group Coordinator may know of another suitable venue. All contracts with venues must be signed by the Treasurer. This should then bring it under our third party insurance cover.

Some venues have an ad-hoc arrangement with Ashby u3a and have no contract and make no charge but may expect members to buy refreshments from them. These arrangements can obviously be changed at short notice by the venue so the group should be aware of this.

Payment

Payment to the venue is usually made by the Treasurer who will then charge the group for the money.

Disputes with the venue

If there should be a dispute with the venue for any reason other than trivial, contact the Group Coordinator who can assist in any resolution.

Housekeeping

When using a venue for the first time, the Group Leader and other group members should note the location of emergency exits, any first aid kits, fire extinguishers etc.

Check if the venue has any rules regarding putting away tables and chairs, turning off lights etc. after the session, which need to be obeyed.

Check if there are any rules regarding the use of equipment such as PA and AV systems, and if any training is required by the venue before using it.

At the start of each meeting, members should be reminded of the location of emergency exits, toilets, parking restrictions and any pertinent rules of the venue.

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PA Systems

If a venue has a PA system, speakers or anyone making announcements etc. are encouraged to use it , especially if it has a Loop system for those with hearing aids.

Damage to venue property

Any damage to property belonging to the venue should be reported on our Accident/Incident Report form and submitted to the Groups Coordinator. The owner of the venue should also be informed.

Damage to members' property or injury to a member

If an accident or incident occurs then an Accident/Incident Report Form must be filled in. Copies can be downloaded from the website under the Information tab at the top of every page. This records any injuries or property damage and may be needed in the event of an insurance claim.

Refreshments

Check with the venue if you wish to use any facilities such as a kitchen, or even to plug in a kettle. There may be conditions and or charges which they impose.

Carers and Companions

Carers or companions of members may attend activities with their charge subject to Committee approval. The carer/companion should not take part in any u3a activities as an individual unless they are themselves members. In the case of a Professional Carer, the Third Age Trust's Public liability cover will not apply.

Children under the age of 18

Children should not attend any u3a activity as this will invalidate the Third Age Trust's Public Liability insurance. We would also need to conform to the requirements of the Charities Act with regard to Safeguarding Compliance. Amongst other things, we would have to appoint a Safeguarding Officer and set up safeguarding procedures, even for just one child attending one event.

Assistance Dogs

Guide dogs and other assistance dogs are normally allowed into any of our venues, but the Group Leader should check the venue's policy on this before a member brings a dog onto the premises.

This policy was implemented on --/--/2024

Next review date November 2026

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