



Charity number SC021683

## **Procedures for Booking Meeting Rooms, Day Trips or Outings**

The majority of u3a Dumfries groups meet for two hours once per month. Some groups continue throughout the year; others have a break during the summer months.

It is the responsibility of the Group Leader, in consultation with group members, to arrange a venue for the group to meet.

There are four options currently available:

- In Group Members Homes, where this is appropriate and agreed by group members.
- At one of the venues listed below, identified by the u3a Committee as being suitable and cost effective for group meetings
- At a venue not listed
- A trip/outing to a venue of choice

### **Members' Homes.**

This has long been the option for small u3a Dumfries groups, where a less formal venue is preferred. However, since Covid, some members are less happy entertaining in their homes, and these groups may therefore wish to move to Option 2 below.

### **Venues currently identified by the Committee as being suitable for Group Meetings:**

#### **Northwest Resource Centre**

Very good rates, use of IT equipment free of charge and help if required. Contact: [amanda.mcallister@aberlour.org.uk](mailto:amanda.mcallister@aberlour.org.uk) Refreshments available either in the cafe or in the room by prior arrangement (at members own expense). Invoice sent directly to u3a Dumfries Treasurer

#### **Lochvale House**

Fewer rooms are available to book at LH, so a longer lead in time may be required. Contact: [info@lochvalehouse.co.uk](mailto:info@lochvalehouse.co.uk). IT equipment available free of charge and help if required. Flasks of water and cups available on request - but tea/coffee to be provided by the Group

#### **Kirkton Village Hall**

Further information to be advised

**Hollywood Village Hall**

Further information to be advised

**Gracefield Art Centre**

Further information to be advised

The Procedure for booking any of the above venues **for one meeting per month** is as follows:

- Group Leaders (or administrator if appropriate) should email the contact at the selected venue, copying your email to the Groups Coordinator, John Lethbridge on [jldg111se@yahoo.co.uk](mailto:jldg111se@yahoo.co.uk) and the treasurer, Margaret Moffat on [treasurer.u3adumfries@gmail.com](mailto:treasurer.u3adumfries@gmail.com). Copying in Margaret and John will ensure that the groups Coordinator is aware of which groups are meeting and where they are meeting, and will enable the Treasurer to reconcile invoices when they are received.
- Ideally, bookings should be made for the calendar year or the whole of the next session.
- Should it be necessary to cancel a meeting, please follow the same procedure, giving as much notice to the venue as possible - otherwise u3a Dumfries could be charged for a room that has not been used. Should any arrangements need to be changed by telephone, please confirm by email to the venue, copying in the Groups Coordinator and Treasurer.

Please Note:

Where the current procedure meets the above no action is required by the Group Leader.

**Venues Not Listed Above**

If a Group Leader wishes to use any other venue than those listed above or hold meetings more frequently than once per month, authority should be obtained from the Groups Coordinator in advance of booking on attached Form A. If the Groups Coordinator authorises the booking, he will request the Group Leader to confirm the booking with the selected venue, copying in himself and the Treasurer to the email. It may be necessary for the request to be referred to the Committee for approval of the initial booking, so please give as much lead time as possible.

**Day Trips/Outings**

For insurance and safety reasons, it is important that the Committee are aware of any outings that are organised by groups (except those groups which, by their nature meet in various locations eg walking and gardening groups who should apply once for authority for the coming season). Attached to this procedure is form B which should be completed by the Group Leader in advance of any outing and emailed or mailed to the Groups Coordinator in advance of the outing. In the majority of cases, the Groups Coordinator will be in a position to authorise the trip. However, in a small number of cases, committee authority may be required, so please leave adequate time for this process to take place.

Please Note

Cost of Refreshments at all meetings are the responsibility of each individual member (or the Group leader or host if this is the usual arrangement). u3a Dumfries is not responsible for any costs other than the basic room hire.

### **Committee Meetings**

Rooms required for Committee Meetings should be booked in advance, by email, by the Secretary, copying in the Chairman and the Treasurer. Ideally, rooms should be booked in advance for a calendar year and for a maximum of three hours. Meetings are currently held at Lochvale House or Northwest Resource Centre.

### **Monthly Meetings**

A room for monthly meetings should be booked in advance, by email, by the Secretary, copying in the Treasurer, the Syllabus Secretary and the Social Secretary (for refreshment arrangements). Ideally, rooms should be booked in advance for a calendar year and from 1.00-4.30 pm . Currently monthly meetings are held from September through May at the Baptist Centre. The Committee reserves the right to change the venue of the monthly meetings if deemed appropriate.

### **Miscellaneous Room Bookings**

Should any Group Leader or Committee Member require a room for an ad hoc meeting a request should be made in advance of booking by email to the Secretary (secretary.u3adumfries@gmail.com) who will, if appropriate, seek authority on the applicant's behalf from the Committee.

Delia Holland - 27 June 2022

Approved by Committee 30 June 2022

Circulated to Group Leaders 21 July 2022

Updated and posted as Approved Procedure 17 April 2023