

# **NEWENT & DISTRICT u3a**

## **Group Leader Guidance Notes for Use of the Newent Community Centre (NCC)**

Newent Community Centre, Ross Road, Newent, GL18 1BD

Key NCC Contacts in Emergencies : Jodie 07970 338856 or Mark 07774 969624

### 1. GROUPS WISHING TO USE THE NCC

In the first instance, would Leaders of any Groups which have been meeting at other venues or any new Groups or who wish to consider having their meetings at the NCC, please inform the u3a Management Committee. A nominated Committee member will liaise with the NCC on behalf of these Groups to arrange a preliminary visit and, if required, a trial meeting.

### 2. u3a GROUP MEETING TIMES

Morning meetings will run from 10:00 - 12:00 and afternoon meetings will run from 14:00 - 16:00. Please ensure all meetings finish on time as the u3a will be charged for any use of the next period.

### 3. MEETING ORGANISER

For each meeting, a nominated "Meeting Organiser" (normally the Group Leader) will be responsible for following Health and Safety procedures, and for knowing who is present and where to go if the fire alarm sounds in accordance with the NCC Housekeeping Guidance document.

### 4. REGISTRATION

There is an "occupancy slider board" at the bottom of the stairwell on the ground floor. Please record your occupation of the NCC Conference Room by moving the slider to show "IN" on your arrival and "OUT" before your departure.

### 5. PARKING

The lower car park and the basketball court should be used for parking. Disabled parking is available at the rear of the building in front of the Men's Shed. Please don't park past the Men's Shed towards the cycle racks or along the wall of the NCC.

### 6. STORAGE

Groups may be able to use a limited space in the secure storage cupboard allocated to the u3a. Please discuss requirements with the Committee to obtain approval and a key.

### 7. REFRESHMENTS

Refreshments are not provided by the NCC for u3a Group meetings. Groups can make their own arrangements by bringing pre-prepared refreshments. Alternatively Groups can supply tea/coffee/milk etc. and use the kettle or hot water urn in the Refreshment Preparation Area. If NCC mugs and spoons are used, these and the preparation area must be cleaned before departure. See the NCC Housekeeping Guidance document for more information.

### 8. ACCESS TO WI-FI

Wi-Fi is available if required. The Committee will provide details of the access code and password on request to Group wishing to take up this option for their meetings.

### 9. CANCELLATION OF BOOKINGS

If rooms booked for Group meetings are not going to be used, please cancel them in advance so the u3a does not have to pay for them (and the NCC can reassign them). Under normal circumstances no charge will be made by the NCC for meetings cancelled with a minimum of a week's notice. This period may be reduced in exceptional circumstances. Please inform Alan Tugwell (07966 563825), Tony Snowdon (07917 583006) or Jules Everett (07958 736596) so they can notify the NCC.

### 10. NOTIFICATION OF CHANGES

As bookings for u3a Groups are scheduled months ahead, Group Leaders must provide advance notice if meeting days or times need to be changed to Alan Tugwell (07966 563825), Tony Snowdon (07917 583006) or Jules Everett (07958 736596) so they can notify the NCC.