

The Davis Hall, West Camel
POLICIES
Summary

OBJECTS of the Charity

The Davis Hall, West Camel was built for the use of the inhabitants of the Parish of West Camel in the county of Somerset without distinction of political, religious or other opinions, including use for lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

In order to maintain the hall in a fit condition to achieve these objectives certain policies have been established:

All our Policies - Hiring, Financial, Health and Safety, Equal Opportunities, Environmental Impact, Safeguarding of Children and vulnerable adults, Hygiene, General Data Protection, are available on the website www.davishall.co.uk

Cleaning and Maintenance

You should find the Hall clean and tidy on your arrival. If there is a problem, please contact a member of the Committee immediately. List on notice board by toilets.

We expect you to leave the hall as clean and tidy as possible when you leave. Floors swept, carpet vacuumed and any rubbish taken home with you. The Committee reserves the right to make an extra charge if there is an unreasonable amount of cleaning to be done after a booking.

The Hall is thoroughly cleaned once a week; it is up to hirers to help volunteers keep it well maintained throughout the week.

Trustees Expenses will be reimbursed against a receipt.

There will be an annual review of the following:

Hiring Charges and Hiring Agreements: Insurance

Bookings: The Hall can only be booked by someone over 18. Parties for under 18's must be supervised by adults throughout the hiring. Organisations who have regular bookings for a year are entitled to a representative on the Committee. Meetings are open to the public but only Trustees may vote.

Animals and Birds are only allowed in the hall with the consent of the Committee for a specific purpose, e.g. a training class or show. When there is any livestock in the hall there will be no access to the kitchen.

Children are only permitted in the kitchen with a responsible adult.

Organisers of events for children and/ or vulnerable adults must comply with relevant laws for the protection of children and vulnerable people.

Weddings should provide a contact responsible for the end of the event other than the Bride.

Controls: Please contact the relevant person before changing settings on any of the following:

Building and Fire Alarms Alison Stevens 01935 850810

Boiler Controls (Heating and Water) Alison Stevens 01935 850810

Hearing Loop Alison Stevens

Fridges and Freezers, Dishwasher Lena Morgan 07771795442

Heating Thermostats and Radiator Valves Alison Stevens

Stage Lighting and Sound Equipment Alison Stevens 01935 850810

The Davis Hall holds personal data solely for the purpose of running the hall. Information is not shared or processed.