

Abermule Community Centre

Affiliation Agreement



Abermule Community Centres affiliation scheme benefits local community based, non for profit and charitable organisation by allowing membership of Abermule Community Centre Association (ACCA) and access to Community Centre Facilities. Affiliation forms an agreement with Abermule Community Centre Association.

Affiliated groups may use; The Main Hall, Canteen, Hafren, Sports Field and All Weather Pitch when Available for regular meetings and activities as long as usage is not for profit or fundraising purposes and within the hours of 08:00 and 22:00. Any activity outside this should be discussed with the Centre Business Team and may incur a separate charge. Affiliates may also access centre WIFI.

Centre facilities should be booked prior to use using the online booking platform or via the centre warden. Cancellations must also be recorded via the online booking platform or Centre warden, where a booking is not attended and has not been canceled a care taking charge may be applied. This is both to ensure the centre is secured and to allow free facilities to be utilised.

Affiliated bodies should ensure that they are represented at Abermule Community Centre Association meetings and Annual General Meeting (AGM). The business team consisting of officers and trustees will meet regularly to discuss day to day management.

Following use of centre facilities, they must be returned to their original state. This includes safely stacking furniture following use
Ensuring the area is clean and clear of rubbish
Securing windows and doors
Turning of all lights and switches
Where rooms are left in an unacceptable state / are not secured a cleaning or care-taking charge may be applied.

Affiliated groups must be aware of and adhere to all relevant centre policies.

Affiliated groups MUST immediately report any accidents, near misses, serious incidents or any safety concerns to the Chairman/warden.

Affiliated groups are responsible for;

- carrying out their own risk assessments
- ensuring that their members have relevant qualifications for their activities(i.e food hygiene)
- ensuring electrical equipment used at the centre is P.A.T compliant.
- ensuring that activities at Abermule Community Centre are safe and legal.

Affiliates are also advised to obtain relevant insurance to cover their ongoing activities and equipment.

Affiliated groups are kindly asked to make reasonable adjustments to their regular timetable to allow community functions to take place. This may include special events by other affiliated groups, community events (entertainment, plays, concerts, fun days) or private hire.

Where an affiliated body has use of a locked storage space, a key must be provided to the Centre Warden to be kept in the key safe.

Affiliated groups are required to provide contact details and ensure that the Centre is updated of any changes. This includes the details of nominated key holder if a key or access fob has been provided.

Affiliated bodies are invited to be included in the annual car boot sale programme. Groups participating will be offered one date in the programme, and inclusion the distribution of the shared car boot fund. The shared fund will only be distributed to groups who

- a) have sufficient volunteers to manage their own boot sale
- b) provide at least 2 volunteers to Community Centre sales.

Affiliated bodies may take advantage of the Centres lotteries and regulated activity licenses where agreed with the Designated Premises Supervisor.

Abermule Community Centre Association will offer support to Affiliated groups providing advice and guidance on;

- Use and Access of Centre Facilities
- Statutory Regulations
- Grants and Funding
- Health and Hygiene
- Health and Safety
- Other community facilities and organisations.
- Training

Where an organisation is found to be in default of this agreement, the affiliation with Abermule Community Centre Association may be reviewed.

Affiliate Details

Data to be held in accordance with Abermule Community Centre Association (ACCA) Data Protection Policy, which is available online or on request. Information Compliance Officer Leon Shearer ICO registration ZA343548. Data will not be shared with third party individuals or organisations.

Name of Group:

Primary Contact (centre correspondence will also be sent to this address)

Name: Phone:

E-mail:

Postal Address

Secondary Contact

Name: Phone:

E-mail:

Billing Details

E-mail:

Postal Address:

Charity Number if Applicable:

Keyholder (if provided with centre keys or access fob)

Name: Phone:

Postal Address:

Agreement:

I agree to the terms and conditions of the Abermule Community Centre Association's Affiliation agreement on the behalf of my organisation.

Name:

Signed:

Date: