

## **Quin Community Centre Booking Regulations**

- **All user groups must book in advance.**
- **All bookings must be confirmed with the Booking Officer.**
- **All user groups must provide written proof of insurance.**
- **Individuals (non user groups) are covered by the Centre's Public Liability insurance and therefore do not require their own insurance.**
- **Rent should be paid monthly, in arrears.**
- **Rental rates are per hour or part thereof.**
- **Receipts will be issued for all payments.**
- **Keys require a deposit.**
- **The user must pay for any damage caused to the facility by the user/user group. We reserve the right to charge a deposit for future bookings if the user fails to adhere to this regulation.**
- **The facility must be left in a clean and tidy condition.**
- **Other hall users must be respected.**
- **Rooms will be allocated in as fair and equitable manner as possible.**
- **The Booking Officer will in the first instance, adjudicate any issues in relation to bookings.**
- **If the Booking Officer is unable to resolve the problem, it will be referred to the Chairperson and the Committee if necessary**
- **The decision of Booking Officer/Chairperson/Committee shall be binding**