

- 1.10. All Voluntary organisations, state agencies or businesses using Mohill Family Support Centre must comply with the policies and procedures of the Centre including Health and Safety procedures. This requires all groups to document and sign a report on any accident or incident that occurs and the Chairperson of Mohill Family Support Centre must be informed as soon as possible. In the interest of safety it is the policy of the Centre to ensure that the premises meet with health and safety requirements and standards. Faulty equipment, furniture or materials, that are likely to cause a health or safety hazard, must be brought to the attention of the Coordinator of Mohill Family Support Centre.
- 1.11. Mohill Family Support Centre CLG cannot take responsibility /liability for accidents caused by the use of any materials or equipment that have been brought into the centre by individuals or groups for their own use

## 2. HOW YOU CAN BOOK A ROOM

- 2.1. Rooms can be booked with Mohill Family Support Centre in the following ways:
- **By phoning the centre on : 0719631253**
  - **By emailing on : support@mohillfsc.info**
  - **By calling into Mohill Family Support Centre and speaking with the Administrator or Co-ordinator.**
- 2.2 All organisations will be required to supply some basic information, per the Meeting Space Booking Form attached in Appendix 1.
- 2.3 Meeting rooms must be booked in advance
- 2.4 Meeting rooms must only use for the required time they are book for
- 2.5 Only those organisations that have booked have access to the meeting rooms.
- 2.6 Before leaving the premises the voluntary organisation, state agency or business must ensure the room is left the way they found
- All materials or equipment brought in and / or used by groups must be removed
  - All lights and equipment are switched off

### 3. WHAT OUR RATES ARE

Mohill Family Support Centre have a number of options for renting rooms and are flexible in order to accommodate the requirements of voluntary organisations, state agencies or businesses. All proceeds from any rent collected goes towards the operational running of the Centre including, heat, light and maintenance. Guidelines are as follows:

Rooms Available and Pricing			
	Hourly Rate	Daily Rate	Other Arrangements
Main Hall			
Back Room			
Glass room			
Church View			

### 4. HEALTH AND SAFETY ISSUES

Any voluntary organisation, state agency or business using the Centre will be provided with a summary of the Centre's Health and Safety Statement and Policy, and will be expected to understand and follow its recommendations and regulations.

### 5. WHO DO YOU GO TO WITH A CONCERN

In the event of a problem or concern arising, you can contact the Co-ordinator on:

**Name: Majella Mc Govern**

**Tel: 0876713445**

**Email: [Majella@mohillfsc.info](mailto:Majella@mohillfsc.info)**

**Please outline your problem or difficulty. These could relate to the following:**

- Any Health and Safety issues;
- Cleanliness and order of the room hired;
- Security issues;
- Difficulties within the Group using the Centre;
- Timetable problems etc.