



# Fairford Community Centre

## News Update Feb 2016

### New door / Alarm codes

In order to keep the centre secure we will be issuing new door and alarm codes. The new codes will be effective from **24<sup>th</sup> Feb 2016**.

In the next few weeks we will email you (using the same email that this newsletter was sent to) with the new codes.

If you want to update the email address we have listed for you then please let the office know.

### Keeping us informed of your bookings

From now on, if you have a regular booking slot we will automatically book your regular sessions up to the end of Dec 2016.

Please ensure that you notify Eric, in advance, of any dates you will not be using the rooms (i.e. school holidays, cancellations etc). If we do not receive notification then the sessions will be invoiced.

### Rate Changes

As part of our commitment to our regular users we are very pleased that over the years, we have managed to keep the hire charges as low as possible. We are also committed to supporting local groups and activities and strive to keep our rates affordable. In order to keep the community centre sustainable we need to ensure that the running costs are met and so we are increasing the room rates for some rooms slightly. Please see the regular user rates below, these will come into effect on 1<sup>st</sup> April 2016.

#### Regular User rates

<b>Farmor</b>	£8.50 p/hr
<b>Barker</b>	£6.50 p/hr
<b>Heritage</b>	£4.50 p/hr



### Post

We occasionally receive post at the centre for some of our user groups. Please can you check the post trays outside the FCC Office to see if there is anything for your attention.

### Accessible Access

We are often asked by members of the public if we can put a ramp up the front steps, we have looked into this and unfortunately as we are a listed building we are not permitted to do this.

Our official level / accessible entrance to the centre is via the side door, please can you ensure your group is aware of this. If you have any queries then please contact us.



### **Reminder of Users / Group Organiser's responsibilities:**

**Security** If you are the last to leave the building please ensure that you activate the security alarm and leave the building secure. You can check the in/out board to see who is still in the building. NB. If all groups use the in / out board it makes it a lot easier to check who is still in the building and to see if you need to set the alarm.

#### **Fire Evacuation Plan**

Please ensure that an attendance register is taken, all your members are briefed regarding the Community Centre's Fire Action Plan and that the necessary actions are taken in event of a fire including calling of the fire brigade and evacuation of the centre. Where necessary please ensure that you have considered a suitable means of escape for disabled members of your group

#### **Cleaning Up**

Please ensure that the rooms you have hired are left as you would wish to find them at the start of your session; clean & tidy, floor swept / vacuumed and any spills cleaned up.

## **Have your say**

As a regular user of the centre your opinions and suggestions are important to us. Please fill out this form or email [manager@fccentre.co.uk](mailto:manager@fccentre.co.uk) and let us know if you have any ideas or suggestions as to how we can improve the facilities / equipment etc. at the community centre or simply let us know of any problems you may have experienced.

#### **Suggestions for new equipment :**

#### **General Comments :**