



# SHANNOW FAMILY RESOURCE CENTRE

## ROOM BOOKING POLICY

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### GUIDELINES FOR USING THE CENTRE

#### 1. OBLIGATIONS

- 1.1 Shannow Family Resource Centre provides a safe, friendly, open and confidential environment free from discrimination and inequality. All those using the Centre's facilities must comply with the Centre's policies regarding equal status, anti-racism, bullying, and harassment (including sexual harassment). Failure to comply with these policies and procedures may lead to the withdrawal of access to facilities.
- 1.2. Any voluntary organisation, state agency or business (in this order of preference) may use Shannow Family Resource Centre 's meeting rooms with the consent of the Voluntary Board of Directors. Insurance, indemnification, health and safety and the protection and promotion of child welfare will be a consideration of the Voluntary Board of Directors when deciding whether to make the Centre available and under what conditions.
- 1.3. Any voluntary organisation, state agency or business using the Centre is obliged to fill in a Meeting Space Booking Form as outlined in Appendix 1.
- 1.4. Voluntary organisations, state agencies or businesses planning to advertise an event that they hope to run in Shannow Family Resource Centre must have the advertisement approved by the Manager or the Chairperson of the Voluntary Board of Directors.
- 1.5. These facilities may not be used for any activity prohibited under Irish or European Law. We would appreciate if everyone would adhere to our Centre Code of Conduct which is displayed throughout the Centre but if you require a copy please contact the Manager.
- 1.6. Voluntary organisations, state agencies or businesses must not interfere with, or use, office equipment and materials without the approval of a member of staff or a member of the Voluntary Board of Directors.
- 1.7. Voluntary organisations, state agencies or businesses must provide their own materials (i.e., flip chart paper, markers etc.).
- 1.8. The use of alcohol or any banned substances on the premises is strictly prohibited.

- 1.9. Shannow Family Resource Centre cannot take any responsibility / liability for accidents caused by the use of any materials or equipment that have been brought into Shannow Family Resource Centre by individuals or groups for their own use.
- 1.10. All Voluntary organisations, state agencies or businesses using the Centre must comply with the policies and procedures of Shannow Family Resource 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 the Voluntary Board of Directors must be informed as soon as possible. In the interest of safety, it is the policy of Shannow Family Resource 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 management.

## **2. HOW YOU CAN BOOK A ROOM**

- 2.1. Rooms can be booked with the Centre in the following ways:
  - By phoning the centre on 066 7198018
  - By emailing on: [shannowfrc@gmail.com](mailto:shannowfrc@gmail.com)
  - By calling into the Centre and speaking with the Administrator or Manager.
- 2.2 All organisations will be required to supply some basic information, per the Meeting Space Booking Form attached.
- 2.3 Meeting rooms must be booked in advance.
- 2.4 Before leaving the premises the voluntary organisation, state agency or business that was using the room is expected to ensure that:
  - Chairs and other furniture are returned to their original position.
  - Cups, plates, cutlery etc. are washed, dried and put away. Floors and surfaces that have been used must be swept and cleaned.
  - All materials or equipment brought in and / or used by groups must be removed or placed in the storage space provided.
  - All lights and equipment are switched off.
  - All windows are properly closed.
  - Toilets and meeting spaces are vacated.
  - All doors are locked.

## **3. WHAT OUR RATES ARE**

We have a number of options for renting rooms and are flexible in order to accommodate the requirements of voluntary organisations, state agencies or businesses.

Guidelines are as follows.

ROOMS	HOURLY RATE €12.00
	Voluntary Sector & Agency / Business sector
We have many Types of rooms available. Example: Kitchenette area, Main Hall, Quiet Room & Training Room etc.	Please contact <a href="mailto:shannowfrc@gmail.com">shannowfrc@gmail.com</a> for price list or <u>0667198018</u>

#### 4. HEALTH AND SAFETY ISSUES

Any voluntary organisation, state agency business or individuals using Shannow Family Resource 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 Coordinator on:

Tel: 066 7198018

Email: [shannowmanager@gmail.com](mailto:shannowmanager@gmail.com)

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.

Where it is felt that the issues raised cannot be dealt with by the Manager, you may be asked to put your difficulties in writing and these will be brought to a meeting of the Voluntary Board of Directors for discussion and resolution.

The Voluntary Board of Directors review policy and procedures regularly. Failure to comply with any of the above may jeopardise your access to the Centre.

Thank you for your co-operation.

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This Policy was approved at a meeting of the Voluntary Board of Directors on the 20<sup>th</sup> October 2025.

Signed:     Norah Brady     (Chairperson VBOM)

**Shannow FRC Room Booking Form**

**Name of Organisation/Group:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Nature of the work of the Organisation/Group:**

\_\_\_\_\_

**Please circle one of the following:**

Voluntary Organisation

State Agency

Business

Other Please specify \_\_\_\_\_

**Additional Information**

Date(s) meeting space required: \_\_\_\_\_

Time(s) meeting space required: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Insurance Details: \_\_\_\_\_

Copy of Insurance attached:  Yes  No

Insurance Expiry Date/Renewal Date: \_\_\_\_\_

Disabled access requirements: \_\_\_\_\_

Any additional requests (Kitchen facilities, tables, chairs etc.): \_\_\_\_\_

\_\_\_\_\_

**Room Rental Rate Agreed:**

€12 an hour for small groups (under 10 people)

€15 larger groups (over 10 people or groups not covered by our mission statement)

**How would you like to be invoice?**

Post

Email

**Any Further Comments?**

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