



Fingal County Council
Community Culture and Sports Division

Meeting Room and Hall use Policy
For facilities funded under Community Facilities Funding
Scheme





Fingal County Council Community, Culture and Sports Division aims to serve citizens of Fingal by providing facilities to meet their **community, educational, sports and recreational** needs. Meeting rooms and hall may be made available to hire to groups and organisations providing for those needs on the following basis:-

1. The provision and use of meeting rooms and Hall is at all times subject to:
 - the discretion of the Community Facilities Management
 - the availability of the room /hall
 - the necessity to provide a safe, respectful and inclusive environment in which to facilitate community activities.
 - the requirement that the use of meetings rooms and hall must not or be likely to disturb, impede or endanger other facility users/staff or the facility building and its environs
 - the promotion of the accessibility to all to the meeting rooms and hall
2. Fingal County Council supported community facilities shall not be used for:
 - Entrepreneurial or business purposes outside of a community context
 - for profit, for fundraising, donations or sale of goods outside of a community/charitable context.
 - a mailing address
3. Reservations for meeting room and hall space are on a first-come, first-served basis and must be made through a booking application process operated by the centre facilities management.
4. Applicant must sign the terms and conditions of room/hall hire.
5. A meeting is deemed approved only on receipt of official communication from the facility management
6. All meetings must be in compliance with the requirements of the facility management.
7. Each group using the facility must produce insurance and indemnify the Management Board/Committee, Shared Facility Executive and/or Fingal County Council where applicable.
8. Meetings must not be disruptive to regular facility usage, be too large for the applicable room capacity, disorderly or dangerous to persons or property
9. The facility managers, at their sole discretion, reserves the right to:
 - accept, renew, or reject applications for use of the rooms and hall.



- limit the number of meetings for any particular group
 - to put a maximum limit on the numbers of persons permitted to attend meetings
 - cancel bookings. *(The facility will make every effort to give advance notices of any such cancellation.)*
10. Permission to use a meeting room or hall may be rescinded in the event of the discovery of misinformation on the application form
 11. Permission to use a meeting room or hall does not constitute or imply Fingal County Council or the facilities management structure endorse the aims, policies or activities of any group or the views expressed in the meeting.
 12. Each group shall identify the person/s in charge - this indemnified person must be in attendance at all meetings. The person/s in charge shall familiarise themselves with the emergency evacuation procedures for the particular meeting rooms and hall and shall be responsible for the safe evacuation of all attendees at the meeting.
 13. All those present at the meeting shall comply with all requests, made by a member of staff, in particular instructions to evacuate the building.
 14. There will be an ongoing review of room usage in the interest of fairness and inclusivity to all users within the Fingal area.

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