

RULES AND REGULATIONS FOR USE OF THE PRESTON MALL YOUTH AND COMMUNITY CENTRE

COMPLIANCE WITH POLICY:

1. All Users shall comply with the Preston Mall Youth and Community Centre Rules and Regulations. of the Preston Mall Youth and Community Centre (PMYCC) shall be bound by our Rules and Regulations and our Policies: for example, the *PMYCC Code of Conduct, Equal Opportunities Policy, Diversity, Equality and Inclusion Policy, Health and Safety Policy* and any such policy or guidance that the management committee shall introduce.
2. Failure to comply with any of the PMYCC's policies may result in the User Agreement / Hire and use of the centre being terminated and / or result in suspension from attending / using the Centre

POWERS OF THE MANAGEMENT COMMITTEE (MC)

3. The management committee (MC) reserve the absolute right to cancel any proposed use of the PMYCC at any time without notice. This shall include User Groups, Clubs, and individual users. In such circumstances, the user shall not be entitled to any compensation save for a refund of their deposit.
4. The MC reserve the right to terminate any event, function and gathering taking place on the premises if they consider that there has been a breach of the User Agreement and / or Terms and Conditions.
5. The MC reserve the right to refuse admission to or remove any person [s] from the premises.
6. The MC's authorised representatives shall have the right to always enter the premises. If permission is refused, then the MC shall reserve the right to terminate the Hire / use of the facility immediately and without the requirement to refund or compensate the Hirer.
7. The MC will use its best endeavours to ensure that:
 - (a) its own use of the premises does not interfere with that of the **USER**.
 - (b) All utilities are in working order.
 - (c) The **USER** shall not be entitled to compensation in the event of there being unavoidable conflict of use or if any utilities are out of order at the time of hire.

8. If the premises is considered unusable by the MC prior to the Hire of the premises, the management shall cancel the Hire / use of the centre and refund any charges / fees.

Annual General Meetings and Extraordinary General Meetings

9. The PMYCC shall hold the Annual General Meeting (AGM) in the month of June to:
- Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve Annual Accounts.
 - Elect the officers on to the committee if required.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
10. Notice of the AGM will be given by the secretary.
11. Nominations for officers of the MC will be sent to the secretary prior to the AGM.
12. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
13. The Chair shall hold a deliberative as well as a casting vote at AGM's.
14. The MC shall also have the power to call an Extraordinary General Meeting (EGM) by decision of a simple majority of the committee members. All procedures shall follow those outlined above for AGMs.

Amendments to the constitution

15. The constitution will only be changed by majority vote of the MC.

Finances

16. The treasurer will be responsible for the finances of the PMYCC.
17. The financial year of the PMYCC will run from 1st April and end on 31st March
18. All PMYCC monies will be banked in an account held in the name of the PMYCC.
19. Audited statements of annual accounts will be presented at AGM by the treasurer
20. Any payments made against PMYCC funds may be made by any one of two nominated Committee members, of which the treasurer shall be one.

User Groups

21. User Groups shall be entitled to Hire / Use the facility in accordance with the Terms and Conditions of Hire as set out in the User Agreement Application.
22. User Groups shall be bone fide organisations governed by a Constitution or Governing Document that set out the purpose, aims and objectives of the Group.

23. User Groups shall be required to adhere to the PMYCC's Policies, Rules and Regulations and demonstrate that they have appropriate policies and processes in place that are consistent with PMYCC's policies and that are compliant with statutory legislation and legal requirements.
24. User Groups and clubs shall not be eligible to take part in the business of the PMYCC but may be invited to attend PMYCC Committee meetings

Hire of the Premises

25. Use of the premises shall be subject to the **Terms and Conditions of Hire** and all Users/ User Groups shall adhere thereto.
26. The capacity of the premise is **120 persons**. If more than **120** persons are found to be on the premises, the Hire shall be terminated immediately.
27. **Only** the car park and designated areas shall be used. The **USER** shall be responsible for ensuring that cars are parked in an orderly fashion and do not block the lane leading to the premises or block residents' spaces.
28. If the MC consider that User Groups are not managing the car park to their satisfaction, then the MC shall reserve the right to:
- appoint an attendant: the cost of which shall be paid by the User.
 - Prohibit the Users from using its car park.
29. Smoking shall not be permitted at any time in any of the buildings.
30. The MC shall not be responsible to the **USER** or any person entering the premises for any damage / loss of personal items.
31. If there are any breaches of these T&Cs, the management committee reserve the right, without notice to terminate the rights of the **USER** under this agreement.

Equity

Equity is about fairness, equality of access, recognising inequalities and taking steps to address them. It is about ensuring that the PMYCC becomes equally accessible to everyone in the Community.

32. PMYCC is committed to ensuring that equity is incorporated across all aspects of its development and respects the rights, dignity and worth of every person and will treat everyone equally, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
33. The PMYCCC is committed to everyone having the right to participate in an environment free from threat of intimidation, harassment and abuse.
34. All PMYCC Users have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
35. The PMYCC will deal with any incidence of discriminatory behaviour seriously and in accordance with its rules and regulations.

Complaints, Discipline and Appeals

- 36.** All complaints regarding the behaviour of PMYCC Users should be presented and submitted in writing to the Secretary.
- 37.** The MC will meet to hear complaints within 7 days of a complaint being lodged. The MC has the power to take action that may include terminating User Agreements.
- 38.** The outcome of a complaint shall be notified in writing to the person[s] who lodged the complaint and User / User Group against whom the complaint was made
- 39.** There will be the right of appeal to the MC following their decision. The MC should consider the appeal within 14 days of the Secretary receiving the appeal.
- 40.** All concerns, allegations or reports of poor practice / abuse relating to the welfare of young people will be recorded and responded to swiftly and appropriately in accordance with the rules of the PMYCC and child protection policy. The Welfare Officer is the lead contact for all Users in the event of any child protection concerns.

Dissolution

- 41.** A resolution to dissolve the Committee can only be passed at an AGM or EGM through a majority vote of the Committee.
- 42.** In the event of dissolution, all debts should be cleared with the PMYCC's funds.

Declaration

The Management Committee of the Preston Mall Youth & Community Centre hereby adopts and accepts this Constitution as a current operating guide regulating the actions of the Management Committee and Users of the PMYCC.

Date: 1st June 2019
Name: Jeff Tavernier
Signature: *Jeff Tavernier*
Position: Chair

Date: 1st June 2019
Name: Jules Aristidou-Karas
Signature: *Jules Aristidou-Karas*
Position: Acting Secretary