

ASDA
WELCOME TO YOUR
COMMUNITY
ROOM
GUIDELINES

YOU MUST ENSURE THAT ALL PERSONS USING THE COMMUNITY ROOM DURING YOUR BOOKING ARE AWARE OF THESE GUIDELINES.

BOOKINGS AND CANCELLATIONS

1. All bookings must be requested 4 weeks in advance of the required date unless otherwise agreed by the Asda Community Champion
2. Use is granted on a first come first serve basis, save that ASDA may reschedule a booking on not less than 24 hours' notice.
3. You must give at least 24 hours' notice to cancel your booking.
4. No admission fees may be charged or solicited for the use of the Community Room
5. ASDA may limit the use of the Community Room to one session per month per group to ensure fairness for all.
6. Community Rooms must not be used for: (a) customer birthday, anniversary parties, weddings, or other personal celebrations; (b) meetings of a political nature; (c) meetings of a religious nature; and/or (d) commercial purposes (unless given express approval from the Asda Community Champion).
7. If your use of the Community Room is for the benefit of/involves persons under the age of 16 you must ensure you hold the appropriate safeguarding check (e.g. DBS check), which must be provided to the Asda Community Champion on demand.
8. You will be responsible for obtaining any necessary consents and licences including: (a) music or entertainment licences from the performance right society (PRS); (b) phonographic performance limited (PPL); and/or (c) third party agreements to use intellectual property, which must be provided to the Asda Community Champion on demand.
9. You must complete a risk assessment for the proposed activity and supply it to the Asda Community Champion either in person or via email.

USE

10. You are responsible for ensuring that the number of persons using the Community Room during the booking does not exceed the limit agreed with the Asda Community Champion prior to use of the room.
11. If your activity is for the benefit or involves persons under the age of 16, you must ensure that a minimum of two adults aged 18 or older are present at all times.
12. You must not prepare food in the Community Rooms, but may serve light refreshments (e.g. tea, coffee, biscuits.)
13. You must not bring into or allow the consumption of alcohol in the Community Room.
14. Smoking is not permitted in the Community Room or the store.
15. Any materials/equipment brought by you into the Community Room must: (a) be described in the booking form; and (b) be approved by the Asda Community Champion prior to the start of the booking.
16. You are responsible for setting up, rearranging, and taking down tables and chairs.
17. At the end of the booking, you must ensure that the Community Room is left clean, tidy and in the same condition as at the start of the booking in accordance with the cleanliness document displayed within the room
18. You will be liable for any costs incurred in connection with any damage caused to the Community Rooms or any equipment provided in the same or any breach of paragraph 16 above.
19. ASDA is not responsible for the theft of or damage to any property brought into the Community Room by you or a third party.
20. ASDA is entitled to record all use of the Community Room using CCTV equipment installed in the room.

ADVERTISING

21. You must not, when advertising your meeting, imply that ASDA is a sponsor of the programme/organisation and the sponsoring group (if any) must be identified clearly.
22. You may post informational signs/leaflets in locations approved by the Asda Community Champion, e.g. on the Community board or Community Room leaflet holders

BREACH OF THESE GUIDELINES

23. You, and any persons attending a meeting arranged by you, must comply with these rules. In the event you should fail to comply with the rules, ASDA may immediately terminate your use of the Community Room and may prevent or restrict any future use by you of the Community Room.

I have read and understood the above ASDA Community Room Guidelines.

Signature _____ Print Name _____

Date _____