



Kenilworth Town Council

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Town Clerk: Miss M S Field

COUNCIL CHAMBER USAGE POLICY

Date of Approval – 27/02/2025

Date of Review – February 2028

1. INTRODUCTION

1.1 This policy lays out a framework for the usage of the Council Chamber when not being used for Council Business. The Chamber in Jubilee House is on the 1st Floor of the building and has a capacity when seated in cinema style of maximum 50 people. Also available for use are the tables, two plasma screen, toilets, parlour room, kitchen and lift.

1.2 Under the terms of its agreement with the landlord of Jubilee House, Warwick District Council, Kenilworth Town Council has the discretion to determine who, when and for what purpose the Chamber may be used.

2. WHO CAN USE THE CHAMBER

- 2.1 Working Groups and Task & Finish Groups for the purpose of their individual business at no charge.
- 2.2 Kenilworth Community Groups that are working for the benefit of the residents of Kenilworth at no charge. Voluntary and 'Not for Profit' groups will also be permitted use where possible.
- 2.3 Warwickshire Police and the Local MP can use the Chamber if they are unable to use their own facilities at no charge.

- 2.4 Local Businesses for training/meeting purposes.
- 2.5 Ad hoc requests that do not fall into the above categories will be viewed on a case by case basis with the Town Clerk making the final decision on whether the Chamber can be used.
- 2.6 The above list does not give automatic right to use of the Chamber. This will be determined on request, on a first come first served basis and whether users can comply with building security measures.

3. WHEN THE CHAMBER IS AVAILABLE

- 3.1 The chamber is available 9.30am to 5pm Monday to Friday.
- 3.2 It will also be available in the evening:
- provided there is a Town Councillor attending the meeting who will take responsibility for letting people in and then ensuring the Chamber is left tidy and ready for the next day.
 - The Chamber is NOT available when there is a Council Committee being held. These will always take precedence.
 - For any other purpose this will be at the discretion of the Town Clerk.

4. BOOKING SYSTEM

- 4.1 The chamber can be booked by contacting the Town Council Office by phone 01926 859155 or via email to kentc@kenilworth-tc.gov.uk
- 4.2 Meetings booked are logged in the chamber diary to ensure there are no clashes. The diary will be managed by the Town Council Staff Team.
- 4.3 When the chamber is booked the following will need to be provided:
- Organiser name.
 - Organiser contact details – Email and phone number.
 - Start and end times.
 - Number of attendees.
 - Details of who to send invoice to (If being charged for the use of the chamber).

5. CHARGING STRUCTURE

Hourly Rate - £35.00

Please note there will be a minimum two hour charge made for any booking after 5pm.

An invoice will be issued to the meeting organiser, following the meeting, which will need to be paid within 30 days of the date of the invoice.

6. GENERAL

- 6.1 For out of hours usage, the individual Member who made the booking (or Member of Staff present) is responsible for allowing access to the relevant portions of the building and will be responsible for tidying and building closure checks on completion. During office hours, Council Staff can assist.

- 6.2 No live or recorded entertainment is permitted.
- 6.3 The Council does not hold a Television Licence, so reception of live TV broadcasts, including those of the Council's computer systems, is prohibited.
- 6.4 Any letting of Council facilities will include comprehensive usage safety instructions and users are insured for liability risks within the facilities.
- 6.5 Each user is permitted to bring their own food or beverages to be served or consumed in the Council Chamber by prior arrangement. Drinking water is available. The kitchen area (Rm 3.03) may be utilized for refreshments but is shared with other users; a First Aid box is also located in that area.
- 6.6 The display cabinets, books, ornaments, picture, all fixtures and fittings (including the flags and ship's bell), must not be moved, used or removed.
- 6.7 Tables are not normally to be moved, but this may be permitted with the prior formal agreement of the Council, normally through the Clerk. This will NOT include those items where electrical wiring (which is permanently fitted and live), HDMI, hearing loop cabling etc is installed.
- 6.8 The area is to be left clean and tidy, all chairs that have been moved are to be returned to their original positions before rooms are vacated. For bookings/meetings outside of normal working hours, all windows (including in the toilets, kitchen, accessible elements of the hallways and stairways) and doors are to be secured before the last person leaves the building. A physical check is to be made to ensure that the lift is empty. If utilized, the kitchen must be left in a clean and tidy state to ensure that other building users are not inconvenienced. Please note that the building is utilized on a 24 hours a day/7 days a week basis by other tenants.
- 6.9 Users wishing to make audio-visual presentations are advised that there are two viewing screens capable of stand-alone or IT linked usage. They are *not* linked to the TV network. Users may connect their laptop or equivalent equipment but are advised most strongly to set-up in advance. Settings on the equipment or linkages are not to be altered. The Chamber IT system is normally isolated from the main Council IT cabling system. Any linkage to the main system requires pre-checking of the equipment for compatibility and security checks. Our wi-fi set-up may be switched-on subject to prior request.
- 6.10 The person chairing the meeting (or otherwise nominated person) is to ensure that all present are briefed on the fire and emergency procedures, the location of fire appliances/ extinguishers, assembly point and that the lift must not be used; a fire blanket is in Room 3.03. Everyone is to be signed in and out and the list safeguarded for checking in the event of an evacuation. The nearest disabled safe

evacuation chair is adjacent to room 3.10 (Kenilworth Library side of the Chamber). A telephone with 999 capacities is installed in the Mayor's room, which is accessible from the Chamber.

- 6.11 Entry and exit will normally be through the front doors. The main entrance doors, rear door, fire doors etc are not to be propped open nor is movement in corridors to be impeded by the siting of tables, chairs etc. A door entry calling system is provided within the Council offices and chamber. During the daytime, users should make their own control of entry arrangements in conjunction with the council staff so that this does not interrupt the business of other building users or Council staff.
- 6.12 In the evening, users may wish to allocate a member of their team to assist with entry at the front entrance doors. This is recommended especially when multiple usage of the building is occurring. Persons are *only* to be admitted by the party or group authorizing their entry.
- 6.13 No 'call for entry' system is installed for the rear doors as these are intended purely for staff, including police, tenants etc.
- 6.14 Users are recommended to advise their attendees that the nearest parking points are Square West and Abbey End plus, subject to parking restrictions at certain times, in front of the building. The building car park is for the use of staff only and is in 24 hours usage. Under no circumstances must either the rear stairway, rear door and the car park entry and exit way be impeded as they are used by the Safer Neighbourhood Team.
- 6.15 Any damage to any part of the Chamber, toilets, parlour room and kitchen will be paid for the user who will be precluded from future use. Any damage caused during the period of hire must be reported to the Town Clerk within 24 hours of the end of the hire. Hirers agree to use the lift at their own risk.
- 6.16 All non-personal users of the Chamber are required to provide a copy of their current public liability insurance policy schedule prior to their event to ensure that any damages payable as a result of hire of the Chamber are covered by the hirer.
- 6.17 No smoking is permitted in any part of the Chamber or building.
- 6.18 In the event of failure to comply with the above regulations, the Council reserves the right to cancel or decline all future booking requests.
- 6.19 The Council reserves the right to vary these regulations by agreement with any hirer or user, on such conditions as it may impose.