



## Lesley Finley Room - Hire Policy

### Introduction:

Disability Equality North West has a large training room (the Lesley Finley Room) at 103/4 Church Street, Preston. This is available to hire.

To book, please telephone 01772 558863 (extension 2014) or e mail [steven@disability-equality.org.uk](mailto:steven@disability-equality.org.uk) and you will be sent this policy with a booking form. You can also come into our reception and pick up a booking form. **If you do not fill out a booking form we cannot guarantee that your requests will be granted, or, that the room will be available.**

### Terms and conditions:

In order to book this room you must agree to the conditions of this policy.

**Disability Equality accepts no liability for loss or damage to personal belonging or for any accident or injury whilst using our facilities. We will hold the hirer responsible for any loss/damage whilst the hirer is using the room. All room hires are at the Trustees discretion.**

**Please be aware that we do not accept language or behaviour that is of a racist, disablist, homophobic, classist or ageist nature.**

- We expect that those groups that hire the Lesley Finley room ensure that they tidy it up when they have finished. Please stack chairs and tidy away.
- Dirty crockery/cutlery should be collected and left by the sink in the training room, or washed and left to drain.
- Ensure that all windows are closed and secured and the blinds shut.
- If you are booking the room for the evening please ensure that you pick up the keys before 3.30pm.
- In the evening you must ensure that you wind down the shutter (key provided) and post the key through the opening in the shutter (103 Church Street)

**A check list is provided with this policy.**

### **The facilities and costs**

The training room is fully accessible. There is ground level entrance through a separate door with accessible toilet facilities.

There is car parking outside for disabled drivers with a blue badge otherwise it is restricted to 90 minutes unless in the evening. The nearest car park is in town or at the bus station which is a short walk away. The railway station is a 20 minute walk away. A map showing location of the room can be accessed at <http://www.disability-equality.org.uk/contact-us>

Times for use are between 9.00 and 4.30 or by prior arrangement for other times, evenings or weekends.

**Room charges****Half day rate**

Voluntary organisations £35

Statutory organisations £55

**Full day rate**

Voluntary organisations £70

Statutory organisations £110

**Evening rate (from 5pm)**

Voluntary organisations £40

Statutory organisations £60

½ Days 9am until 12.30 pm or 1pm until 4pm \*

Evenings from 5pm \*

Full days from 9am until 4pm \*

**\* These times are flexible depending on the demand for use of the room**

**Equipment Hire**

Power point Projector: £5.00

Laptop:£5.00

Flip chart with paper: £5.00

Photocopying 10p per sheet

Coffee/tea 70p per head (unlimited) we supply tea, coffee, sugar, milk. Hot water is available via a constant boil boiler.

### Check List

Chairs stacked and tidied away	<b><u>tick</u></b>
Any dirty crockery/cutlery collected and left by sink or washed and left to drain	
Windows closed and secured and blinds shut	
Shutter closed (evening only)	
<b>Keys left in reception (daytime)</b>	
Keys put through <b>103 Church Street</b> shutter opening (evening and weekends only)	

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**Booking Form**

**Name .....**

**Organisation.....**

**Contact e mail.....**

**Contact telephone.....**

**Date of booking.....**

**Time (am/pm) (all day)**

**Period.....**

**Equipment Hire.....**

**Total cost.....**

**I agree to the terms and conditions:**

**Name.....Signed.....**

**Organisation (if applicable).....**

**Contact telephone number.....**

**E mail address.....**