

General Venue Management

Venue Introduction

We have hire arrangements with a variety of venues throughout the KMVU3A area. It is our obligation to make sure we take good care of these venues and comply with any specific venue requirements to ensure continued hire and a pleasant environment.

Venue information **specific to each venue** will be given to each tutor using a venue by the Course Co-ordinator when first using the venue. This includes information such as:

- Accessing the venue, parking, rooms for use, key allocation etc
 - If issued with keys, please keep them safe and return them when no longer required
- Availability of equipment whether it is owned by U3A or the venue
- Use of any equipment
 - Including electricity, heaters, electronic devices etc
- Storage of equipment
- Use of any bathroom and kitchen facilities
- Emergency evacuation plan, procedures and location of emergency equipment

General requirements after each session

Note- venues may have additional requirements specific to the location.

Tutors when leaving: Please make sure all windows are securely closed, doors are locked and heating/cooling and lights are turned off, unless you have sighted another authorised group or person coming into the venue who will do this.

Tutors and members - please ensure the following:

- All equipment is tidied away and / or stored securely as applicable
- Kitchen is left tidy - no dishes/cups are left on or in the sink
- Benches / tables are wiped down after use
- All traces of food are removed from all areas
- Rubbish is taken away when you leave, particularly food scraps
- The floor is swept if needed and mopped if there is a spill
- Furniture and equipment are returned to its appropriate place
- The Course Etiquette Procedure states that all class members have a responsibility to assist with this

Contact the Course Co-ordinator asap if:

- You encounter any operational or **safety issues** with the venue or its equipment
- You have suggestions regarding use / management of any venues
- If there is any damage to the venue or equipment– either caused by you or existing that is causing issues
- If damage has occurred, please take some photos if possible and /or write down the circumstances as soon as possible while the details are clear so you can communicate these easily to the Course Co-ordinator