

# Procedures for booking Meeting Rooms, Day Trips or outings

The majority of groups within u3a Dumfries meet for two hours once per month. Some groups continue throughout the year, others have a break during the summer months.

It is the responsibility of the Group Leader (GL), in consultation with Group Members, to arrange a venue for the Group to meet.

There are four options available:

In Group Members' homes, where this is appropriate and agreed by Group Members

At one of the venues listed below, identified by the u3a Committee as being suitable and cost effective for group meetings.

At a venue not listed

A trip/outing to a venue of choice.

## Members' Homes

This has long been the option for small groups within u3a Dumfries, where a less formal venue is preferred.

## Venues currently identified by the Committee as being suitable for Group Meetings.

### **Aberlour (North West Resource Centre)**

Use of IT equipment free of charge and help if required.

Contact [amanda.mcallister@aberlour.org.uk](mailto:amanda.mcallister@aberlour.org.uk)

Refreshments available either in the cafe or in the room by prior arrangement (at members' own expense). Invoice is sent directly to the Treasurer to pay for the room hire.

### **Lochvale House**

Fewer rooms are available to book at LH.

Contact [info@lochvalehouse.co.uk](mailto:info@lochvalehouse.co.uk)

IT equipment is available free of charge and help if required.

Hot water and cups available on request. The group provides its own teas and coffee.

The procedure for booking any of the above venues is as follows:

GL should email the contact above to ask if there is availability, copying your email to the Group Coordinator (GC).

Ideally, bookings should be made for the calendar year or the whole of the next session.

Once the booking has been made, please update Beacon with the booking arrangements as this is where the Treasurer gets the information for paying the invoices.

Should it be necessary to cancel a meeting, please follow the same procedure, giving as much notice to the venue as possible.

Other venues used by u3a Groups

**Heathhall Community Centre**

**Kirkmahoe Parish Hall**

**Maxwell Memorial Hall**

**Old School Thornhill**

If the GL wishes to use one of the other venues listed or another venue not listed above or hold meetings more frequently than once monthly, then authority should be obtained from the GC in advance of booking, using the ,Request for Room Booking form which can be found on the website [dumfries.u3asite.uk](http://dumfries.u3asite.uk)

### Day Trips / Outings

For Insurance and Health and Safety reasons it is important that the Committee are aware of any outings that are organised by groups, ***except those groups which, by their nature, meet in various locations e.g. walking and gardening groups, who should apply once a year for authority for the coming season.***

The Day Trip Authority Request Form can be found on the website [dumfries.u3asite.uk](http://dumfries.u3asite.uk) under the heading of Documents, Procedures for Group Leaders.

The GL should complete this form and email it to the GC in advance of any outing.

In the majority of cases the GC will be able to authorise the trip. However, in a small number of cases, Committee authority may be required. Do please leave adequate time for the process to take place.

The cost of refreshments at all meetings are the responsibility of each individual member.

### Committee Meetings

Rooms required for Committee Meetings should be booked in advance, by email, by the Secretary, copying in the Chair and Treasurer. Rooms should be booked in advance for a calendar year and for no more than two hours.

### Monthly Meetings

A room for Monthly meetings should be booked in advance by the Secretary, copying in the Chair and Treasurer. A room should be booked in advance for a calendar year from 1.30pm to 4pm.

The Committee reserves the right to change the venue of the Monthly meeting if deemed appropriate.

### Miscellaneous Room Bookings

Should any GL require a room for ad hoc meetings, a request should be made to the GC in advance of booking the room. The GC will, if appropriate, seek authority on the applicant's behalf from the Committee.