

Operational Framework

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Approving Users for the Community Centre

In order to become an approved user of the Community Centre the Management Committee must ensure that the user meets the minimum criteria in order to preserve and protect the integrity of the community centre (including for insurance purposes) as set out below.

- **Agree to the Community Centre's Operational Framework:** Code of Conduct, Child Protection requirements, and Health & Safety rules.
- **Insurance Requirements:** Users must meet insurance standards appropriate to their activity:
 - Voluntary/Community Groups
 - Provide proof of organisational insurance
 - Businesses/Commercial Users
 - Must provide public liability insurance, naming Urlingford Town Team CLG for indemnity.
- **Safeguarding & Child Protection Compliance:** Any user working with children or vulnerable people must:
 - Provide a Child Safeguarding Statement or equivalent policy.
 - Ensure all leaders/coaches are Garda Vetted.
 - Adhere to Children First legislation and the Urlingford Town Team Child Safeguarding Policy. <https://www.tusla.ie/children-first/children-first-guidance-and-legislation/> and to the Diocese of Ossory guidelines as set out by the Diocesan website: <https://ossory.ie/safeguarding-in-our-diocese/>.
 - Demonstrate appropriate adult-to-child supervision ratios.
 - Failure to meet safeguarding requirements results in automatic rejection of approval.
 - Approved users will be subject to periodic randomised audits by the Management Committee to ensure users are complying with the policies.

Urlingford Town Team Company Limited by Guarantee

Registered Office: Main Street, Urlingford, Co. Kilkenny. E41 P299

Place of Registration: Dublin, Ireland | **Registration Number:** 721736 | **Tax Registration Number:** IE4003479MH

Directors: D. Hayes, M. Doyle, J. Hayes, A. Ryan, D. Norton, J. Butler, M. Joyce, P. Ryan, M. Power

- **Activity Suitability & Alignment:** Activities must be compatible with the centre's Mission Statement, including:
 - Community development, recreation, education, cultural, or social benefit.
 - No activities that pose high risk, disturbance, or conflict with local norms.
 - No illegal, discriminatory, or unsafe activities.
 - Political meetings may be permitted only under conditions that ensure neutrality, safety, fairness, and compliance with the centre's rules. These guidelines apply to all political parties, candidates, campaign groups, advocacy organisations, and public representatives. UTT does not endorse any political party, candidate, or viewpoint. All political groups must be treated equally regarding use of the facility. The committee reserves the right to refuse political meetings that may cause undue disruption or incite violent behavior.
 - Commercial ventures at the community centre will be assessed for suitability in line with the guiding principles of the UCC's Mission Statement.
 - The committee reserves the right to refuse uses that are unsuitable.

Prospective users must apply to the Management Committee using the Booking request form on the booking system. This form requires users to upload all relevant documentation ahead of initial booking approval.

Operational Rules for Users

Booking Procedures

- In order to use the booking system users must be approved by the management committee. 'Approved Users' will be furnished with their own logins to use the online system.
- All bookings must be made through the booking system which will set out the costs associated with using the facility, in a clear and transparent way.
- Payment is collected online at time of booking unless otherwise agreed.
- Once a booking has been made, users will receive a confirmation with their access credentials.

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Payment & Cancellation

- Cancellation must occur 48 hours before use; otherwise, full fees apply.
- Special events require a non-refundable deposit.

Access to the Community Centre

- Users must comply with opening-hour restrictions set by the Committee.
- Users must lock up as instructed and follow security procedures.

Health, Safety & Security

All users must:

- Follow the centre's Health & Safety Policy.
- Not exceed room capacity limits.
- Not exceed their allotted time.
- Ensure fire exits remain unobstructed.
- Report all incidents, hazards, or damage immediately.
- Respect the no-smoking policy (including e-cigarettes) .
- Respect the no-drugs policy.
- Respect the no-alcohol policy (unless an Occasional Licence has been secured for a specific event).
- Ensure that all spaces (including toilets) used are left in a clean and sanitary condition.

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