

## Family Learning Centre Room Booking Form

Glasgow YWCA's Family Learning Centre is situated on Newton Terrace just off Sauchiehall Street between Elderslie Street and Charing Cross. There is limited on street metered parking but excellent links to most forms of public transport.

Many groups and classes use the building and there is a varied choice of room space available for use by other groups or agencies. Crèche facilities can be made available on site. There are also tea/coffee making facilities (please specify if required).

### **Front Room** (ground floor)

This room is available for use by small groups. There is a small table that can sit about 8-10 comfortably or without the table it will seat approximately 15 persons. This room also has flip charts and white boards available for use when teaching.

### **Main Hall** (ground floor)

There is a hall with a fully equipped kitchen for functions or larger meetings seating approximately 50 persons.

### **Training Room** (second floor)

This is a room suitable for more formal meetings or for use as a training room. The room can seat 14 around a formal table (20 can be seated comfortably without it).

### **Computing Room** (first floor)

This room has 16 computers in it and can be used for IT training.

### **Room Hire is charged at the following rates:**

Front Room	£12	(£ 8 charity/voluntary sector)
Main Hall	£30	(£20 charity/voluntary sector)
Training Room	£20	(£15 charity/voluntary sector)
Computer Room	£40	(£30 charity/voluntary sector)

**NOTE:** All prices include VAT. Evening or weekend lets are subject to an additional charge to cover the cost of a caretaker. Creche can be booked in advance.

**Glasgow YWCA, 3 Newton Terrace, Charing Cross, Glasgow, G3 7PJ**

**e-mail: [admin@ywcaglasgow.org](mailto:admin@ywcaglasgow.org)**

**Tel: 0141 248 5338 Fax: 0141 204 5709**

## CODE OF CONDUCT WHILE USING GLASGOW YWCA PREMISES

I understand that I have to liaise with Glasgow YWCA admin workers at telephone number **0141 248 5338** when booking or making arrangements for room usage.

I agree to use the room/s that I have booked only, within the time that has been booked. (I understand that out with this time I will incur further charges.)

I agree to update any contact details with admin staff if necessary.

I understand that I will be invoiced within a month and must cancel at least 24 hours in advance or I will be charged the full fee for the time booked.

I agree to be responsible for any children in the group and not let them leave the building, play in the stair well or on the road outside the building etc.

I agree to respect other user groups and will:-

- Wash all dishes used by the group and put them away.
- Return furniture/equipment to the correct place.
- Report if any equipment has been damaged.
- Be responsible for children who are part of my group.

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I agree to abide by the Glasgow YWCA code of conduct

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Organisation \_\_\_\_\_

Dated \_\_\_\_\_

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