



World's End Residents' Association

16 Blantyre Street
World's End Estate
London SW10 0DS
Tel: (020) 7795 3095
Email: wera@worlds-end.org.uk
Web: www.worlds-end.org.uk

USING THE WERA CLUBROOM

The World's End Residents Association, working with the TMO, manages the WERA Clubroom for the benefit of the World's End Estate and the local community. Both WERA and the TMO have agreed to make the Clubroom available to local groups under certain conditions. **To be permitted to use the Clubroom all groups are required to adhere to the following conditions of use and the booking and access procedures described in this document.**

Conditions of use:

1. Please leave the Clubroom how you find it (e.g. by rearranging furniture, etc.). Please leave the Clubroom clean and tidy by removing your own rubbish.
2. Please do not use any facilities or items within the Clubroom that do not belong to you (the kitchen, refreshments, etc.) without prior agreement.
3. Please do not store any items in the Clubroom without prior agreement. Anything you bring with you to the Clubroom should be removed when you leave.
4. The consumption of alcohol or drugs is not permitted. Please also note that the Clubroom is a no-smoking area.
5. Please remember that the Clubroom is situated in a residential area – please keep noise to a minimum and avoid disturbing local residents.
6. The Clubroom can only be used for the purpose for which it was originally booked. Any change of use must be notified to WERA immediately.
7. Any damage of any kind should be reported to WERA immediately. You may have to reimburse the TMO or WERA for any damage caused to the Clubroom or its contents.
8. WERA does not charge for the use of the clubroom as a matter of policy; however donations are both accepted and welcome and will help cover any costs incurred whilst managing the clubroom. To discuss such donations please contact the Treasurer of WERA at the above address.
9. Both WERA and the TMO reserve the right to refuse a booking.
10. WERA reserves the right to amend these conditions and procedures on an annual basis.

The WERA Clubroom

The full address of the WERA Clubroom is:

WERA Clubroom
16 Blantyre Street
World's End Estate
London SW10 0DS

All written correspondence to WERA should be delivered to this address.

Checking Availability

The availability of the WERA Clubroom can be checked on the World's End website at all times on the following page:

<http://www.worlds-end.org.uk/calendar>

The Clubroom is only available for use between the hours of 8am and 9pm.

If at all possible please check the availability of the Clubroom for the date and time you require before contacting WERA to make a booking.

Booking the Clubroom

Bookings can be made by contacting WERA in writing to the Clubroom's address, by phone on (020) 7795 3095 (answer machine) or by email at: vera@worlds-end.org.uk.

If you have not previously used the Clubroom you will be expected to provide WERA with the following information as part of the initial booking process:

- The purpose for which you wish to use the Clubroom.
- A document clearly identifying yourself and/or your organisation (e.g. letterhead).
- The name and telephone number of a suitable contact for use during business hours (and out of hours if considered necessary).

Your request may have to be considered at a WERA committee meeting. If so you will be contacted with a response shortly thereafter.

Note that WERA committee meetings are usually convened once a month, it is therefore advisable to provide plenty of notice when making your initial booking.

If you have previously used the Clubroom a booking made in writing or by leaving a message on the association's answer machine should receive a response within 5 (five) working days. If the booking is made by email you should receive a response by email within 48 hours.

Requests to extend existing usage must be made in writing, by phone or by email as described above.

Altering Bookings

Existing bookings may only be altered by contacting WERA in writing, by phone or by email as detailed above. Under no circumstances should groups alter their bookings by directly amending the calendar wall-chart in the clubroom or the WERA diary.

Gaining Access

If the clubroom is to be used during the estate staff's working hours (8am – 5pm on Mondays, and between 8am – 4pm Tuesdays to Fridays) you will be asked to nominate a single representative to collect the keys to the Clubroom from the estate's Concierge Office. This nominee will be expected to take responsibility for the keys and the Clubroom.

The name of this representative must be supplied to WERA in advance so that their name can be entered in the key register held in the Concierge Office. When obtaining the keys the nominee must show the Concierge suitable identification and sign the key register before receiving the keys in return. The Concierge will turn down any requests for the keys if the nominee's name is not present in the key register or the nominee fails to identify themselves adequately.

The keys can only be collected from the Concierge between the hours of 8am – 5pm on Mondays, and between 8am – 4pm Tuesdays to Fridays. Keys are not available for collection from the Concierge Office outside these hours or at the weekend.

The keys should always be obtained as close to the agreed start time as possible and returned as soon after the agreed end time as possible. If you are unable to return the keys before the end of the estate staff's working hours you should return them as early as possible the following working day. Keys should not be kept over weekends or public holidays; you must return the keys to the Concierge Office before 4pm on the last working day of the week.

The keys to the Clubroom must not be given to anyone else under any circumstances, they should only be returned to the Concierge Office.

If the Clubroom is to be used outside the estate staff's working hours you will need to make special arrangements with a WERA committee member to gain access. These arrangements will typically involve collecting the keys from a WERA committee member as close to the start time of the booking and returning them to that same person after vacating the Clubroom as is mutually convenient.

Note that the Clubroom is alarmed and you will be provided with the necessary information to use the alarm if necessary. If you have been provided with this information, which should be kept confidential at all times, you will also be expected to set the alarm upon departure.

Problems

Any problems encountered whilst using the Clubroom should be reported to the Estate Manager, other estate staff or a WERA committee member as soon as possible.