



## **Terms of Reference 2017**

### **Relationship between Manley Village Hall Management Committee and the Tennis Club**

The purpose of this document is to set out the roles and responsibilities, and the interactions between Manley Village Hall Management Committee (MC) and the Tennis Club. The MC has similar agreements in place for all users not following the normal booking route, such as the Social Committee and the Bowling Club. It is intended to provide clarity of expectations to prevent breakdowns in relationships and enable collaboration between the MC and the various users.

In broad terms the MC has the overall ownership of the property and assets (which includes snooker tables, bowling green, tennis courts, bar equipment and furniture), delegated by the Parish Council. Any equipment or facilities, whilst used by other groups, such as the Tennis Club, Bowling Club, Social Club or Youth Forum, the ownership sits with the MC.

The MC has the overall Health and Safety responsibility for the Hall and is the overarching governing body. The day to day operation Tennis Courts is undertaken by the Tennis Club, any upgrades or changes must be done with the knowledge and consent of the MC, including a Risk Assessment where any major works are carried out, including, but not limited to:

- Using large equipment, i.e. anything other than a lawn mower or spreader; which requires the fence to be removed;
- Changing any of the electrical systems;
- The use of chemicals must be reported in advance with a Safety Data Sheet provided (generally downloadable) which is complied with to prevent exposure to harmful chemicals occurring.
- A schedule of general maintenance requirements is to be provided to the MC

Consent can be given quickly by contacting any member of the MC in advance – but prior notice must be given.

The Tennis Club agree to pay a fixed fee to the MC for the use of the Tennis Courts to cover electricity and water usage and will advise the Booking's Secretary of the dates for the coming season to keep the calendar up to date. The annual fee will be discussed and agreed in advance of the season starting. Notice will also be given if the terms of this agreement are breached.

The insurance for MVH does not cover equipment used on the Tennis Courts or for any damage.

The Tennis Club will be respectful of other user's needs for parking and access when there is another activity being held in the Hall at the same time.

The Tennis Club are entitled to collect and keep greenage fees from non-club members using the courts. This is to contribute towards the upkeep of the courts. The Tennis Club have responsibility for maintaining the signs and arraigning collection of monies.