

# St Augustine's Gateway Trust Hire Policy

St Augustines' Gateway Enterprise ("The Stage") is a community resource managed by St Augustine's Gateway Trust at 52 St Augustine's Street, Norwich NR3 3AD, in order to support the well-being of people who live or work in the wider St Augustine's area of Norwich, whilst promoting the regeneration of the area.

1. The conditions of hire and rates for the use of the premises and facilities located at The Stage, 52 St Augustine's Street, Norwich NR3 3AD (herein known as "The Stage") are entirely at the discretion of the trustees of St Augustine's Gateway Trust (herein known as "The Trust").
2. The Trust reserves the right to modify or vary any of its conditions of hire or to impose special conditions it thinks proper in order to address any circumstance which may arise.
3. The Trust reserves the right of its trustees or appointed officers to enter The Stage at any time, including during a hirer's period of hire.
4. The Trust reserves the right to refuse admission to The Stage to any person and to ask any person to leave the premises.
5. The Trust reserves the right to remove any posters, leaflets or other promotional materials displayed at The Stage by hirers at its own discretion and without consultation.
6. The Trust aims to provide a safe and comfortable environment for all its users, trustees, staff and volunteers. Violent, sexist, racist, unlawful, hazardous and abusive behaviour will not be tolerated on its premises.
7. The Trust has an equality policy and will not discriminate or tolerate discrimination on any grounds. Please note, however, that while there is wheelchair access to The Stage and to its toilet via its rear door, not all of the premises and its facilities may be accessible to all disabled persons due to the layout and design of the premises, which is housed in a Grade II listed building.
8. Political and religious groups are welcome to use The Stage for private meetings but are not permitted to use The Stage or its facilities to promote themselves to non-members, including through The Stage's telephone line and Broadband internet access and by the display of posters or other literature, symbols and written or spoken statements while on its premises, or by use of the Stage's or the Trust's name, address, telephone number or website in any of their promotional materials.
9. Groups working with children and young adults under the age of 18 and those working with vulnerable adults in The Stage's premises are required to be led by a person over the age of 18 who is DBS checked and who undertakes to supervise the group's activities throughout the period of its hire. Evidence of the leader's DBS check should be made available on request by a trustee or other appointed officer of the Trust.