

Port Glasgow Community Regeneration Centre Room Bookings

What is the centre for?

7 ½ John Wood Street is Port Glasgow's new community regeneration centre, a place for Portonians to access advice, information and support. From counselling services and benefit advice through to healthy living and employability training, there will be a huge range of opportunities on offer. Currently, **there are no charges for any of the services.**

While using the centre, organisations are able to freely access a number of facilities.

Use of the Telephones

Each desk has a phone. Your desk has been allocated an extension number (you should see it on the card fixed to the desk). You can use the phone to make outgoing calls relating to work. Incoming calls can be transferred to you via reception. The centre number is 01475 806760.

The phones cannot be used to make personal calls.

These phones cannot be used to make calls to mobile phones. If for any reason you require to do this, please contact one of the support workers.

The centre has an electronic call monitoring system in place.

Use of the PCs

If you have booked a desk with a PC, you will be able to access the printers and internet.

Please do not alter any of the settings on the PC or install or download any software without permission from centre staff. If you have any difficulties with your computer, contact one of the centre support workers who will be happy to assist you.

The PCs cannot be used to view malicious / pornographic content.

Use of the Photocopier / Stationary

Ask a member of the support staff team to input the photocopy code for you.

Please fill in the photocopy log as you use the machine.

If you require extra paper for the printers or photocopiers, please ask one of the centre support workers.

There is a limited amount of stationary available from the cupboard in the main office area. If you cannot find what you are looking for, please ask.

Use of the Kitchen

Kitchen facilities are available for any groups/individuals using the centre.

Tea, coffee, milk, sugar and water are all available. There is a tea money donations box if you are feeling generous.

With so many different groups and individuals using the centre there will often be a variety of food and drink in the cupboards and fridge. Please do not consume food or drink which you know does not belong to you.

We would ask that no food is consumed in the Hot Desk area, and that instead you use the seating area in the kitchen.

Booking limitations

Rooms are intended for use by groups / organisations working within Port Glasgow to provide information, advice and support to the community in line with the local regeneration agenda.

Rooms for agencies not directly dealing with Port Glasgow community are allocated at the Centre's discretion. Our priority is service delivery to the Port Glasgow community.

It is advised that you phone to book your room well in advance, particularly the training suite. If we have space available at short notice we will endeavour to meet your requirements.

Charges

There are currently no charges for voluntary organizations or community groups using the centre.

Statutory agencies (ie council services, lec etc) will be subject to a room let charge of £10 - £15 per hour. Please discuss this at the time of booking if you are unsure.

Creche

A crèche can be provided to services running within the centre.

This crèche is only available to Port Glasgow residents who are attending

groups / services within the centre.

We have a limited budget for crèche and so partner agencies delivering services will usually be required to pay for these facilities at a rate of £40 per hour.

Crèche is provided by a Port Glasgow based organization - Hammys Out of School Care. All crèche workers are fully qualified.

Please inform us of the age ranges of children attending, as we have maximum numbers we can take.

The crèche must be booked at least one week in advance, preferably two.

Any cancellation with less than one weeks notice will be subject to charge.

Conditions

All centre users should expect to be treated fairly and with respect, we would ask in turn, that staff are offered the same respect.

Please refer any issues / complaints to the Centre Administrator in the first instance, or to the Centre Manager if the Administrator is unavailable.

Given the varied nature of the work that can be going on in the centre, all users are asked to maintain confidentiality. If you require to make a phone call you would prefer other users not to hear, please ask a member of support worker staff who will direct you to a private room if one is available.

Please inform us if you are unable to use your room booking as we may be able to reallocate it to another group.

If you fail to turn up for three consecutive bookings without informing us, your booking automatically lapses.

If at any time any of these conditions are breached, the management of Port Glasgow Regeneration Centre reserve the right to cancel the booking without further notice.