

UPTON-BY-CHESTER VILLAGE HALL

28 HEATH ROAD, UPTON, CHESTER, CH2 1HX

Registered Charity Number 520128

STORAGE POLICY

- All regular Hall User Groups should have the opportunity to ask for storage on the premises of any equipment that forms an integral part of the operation of their group activities.
- Storage needs should be discussed with the Storage Manager who has the final word over allocation of storage and the right to know what is being stored.
- All property should be adequately and conveniently stored in accordance with its frequency of access. It must be stored tidily and not present a hazard to employees or users of the Hall.
- All storage to conform to the Hall's Health and Safety Policy.
- No flammable liquids or gases should be stored.
- No perishable food stuffs should be stored.
- The Storage Manager reserves the right to inspect any User Group's equipment without notice and to require the immediate removal of any items that do not comply with this policy.
- All storage (Hall and User property) should be regularly reviewed at the discretion of the Storage Manager. This may include considering alternative approaches to storage.
- Storage should be seen as fair and reasonable across the regular user base. Any concerns should be raised with the storage manager.
- Upton Village Hall accepts no liability for any loss or damage to equipment, however caused.
- Users are encouraged to review their storage periodically removing redundant items.