



Room Use Guide

This guide outlines permitted and unsuitable uses for each room at Greenwood Community Centre, taking into account flooring types, noise impact, and our residential locality. It is intended to support appropriate bookings and ensure a positive experience for all users.

Ground Floor Spaces: The ground floor of Greenwood Community Centre offers the most accessible rooms, all with level access from the main entrance, making them particularly suitable for people with limited mobility, wheelchair users, and groups requiring easy access. These spaces are closest to the main facilities, including the reception area, kitchen, and accessible toilets. Stanton Hall provides the largest and most flexible space, while Rowan Hall offers a more intimate, carpeted environment suited to quieter activities.

Stanton Hall

Location: Ground Floor – Largest Hall, Hard Flooring

Description: Bright, spacious hall with hard wood flooring. Ideal for larger groups, movement, and community events. Offers the most flexibility for drama and performing arts.

Suitable / Permitted Uses:

- Community classes and group activities (e.g. dance, fitness, yoga)
- Large meetings, workshops, training sessions, public consultations
- Community events, fairs, exhibitions, performances and concerts
- Children's parties (up to age 12)
- Low-key family events (e.g. wakes, anniversaries, small gatherings)
- Faith gatherings and cultural events
- Music rehearsals and choir practice (moderate amplification permitted)
- Seated meals or receptions with catering
- Drama Rehearsals:
 - Full rehearsal (including movement and blocking)
 - Read-through / table work
 - Vocal / singing (good acoustics, suitable for groups)

Not Suitable / Restricted Uses:

- High-amplification music, concerts or nightclub-style events
- Teenage or adult parties (e.g. 18ths, 21sts, weddings, engagement parties)
- Events requiring blackout or stage lighting beyond portable equipment
- High-impact sports or activities that could damage floors
- Specialist flooring needs (e.g. tap dancing without boards)

Rowan Hall

Location: Ground Floor – Carpeted

Description: Mid-sized, comfortable carpeted space. Best suited for quieter, seated activities. It features a glass wall and adjoins the main thoroughfare to the public toilets, which means noise and privacy can be an issue, particularly during busy periods. Hirers should be aware that some sound may travel between the hall and the corridor, and activities requiring a high degree of privacy or silence may not be suitable for this space.

Suitable / Permitted Uses:

- Meetings, workshops, training, and presentations
- Seated social events and clubs
- Low-impact exercise (e.g. seated yoga, meditation)
- Small community events, arts and crafts (dry)
- Children's parties (up to age 12) – low key only, no running games or discos
- Low-key family events (wakes, anniversaries, small catered events)
- Drama Rehearsals:
 - Read-through / table work: Excellent for smaller groups
 - Vocal / singing: Suitable for small groups at moderate volume

Not Suitable / Restricted Uses:

- High-energy dance or exercise
- Loud amplified music or discos
- Messy or wet activities without floor protection
- Heavy equipment on carpet
- Teenage/adult parties or large celebrations
- Drama Rehearsals:
 - Full rehearsal: Not suitable (carpet and noise limits)

Upstairs Spaces: Carpeted, floating floorboards mean sound and vibration can travel downstairs. Best for quiet, seated activities, vocal rehearsals, and read-throughs. Not suitable for movement-heavy rehearsals or any parties. The first floor is accessible by stairs or a two-person lift.

Oak Room (Upstairs – Medium)

Suitable / Permitted Uses:

- Small meetings, workshops, support groups, arts/crafts (dry), tutoring
- Drama Rehearsals:
 - Read-through / table work: Very good for small-to-medium groups
 - Vocal / singing: Suitable for line runs and small ensembles

Not Suitable / Restricted Uses:

- Dance or movement-based rehearsals
- Any form of party or social event
- Music rehearsals with amplification
- Drama Rehearsals:
 - Full rehearsal: Not suitable

Holly Room (Upstairs – Small)

Suitable / Permitted Uses:

- One-to-one meetings, online delivery, quiet work, therapy
- **Drama Rehearsals:**
 - Read-through / table work: Suitable for one-to-one or duo work
 - Vocal / singing: Suitable for quiet line work or solos only

Not Suitable / Restricted Uses:

- Group movement or music
- Any social or party use
- **Drama Rehearsals:**
 - Full rehearsal: Too small and noise carries

Maple Room (Upstairs – Small/Medium)

Suitable / Permitted Uses:

- Workshops, training, small clubs, language classes, arts & crafts (with protection)
- Drama Rehearsals:
 - Read-through / table work: Good for small groups
 - Vocal / singing: Suitable for small ensembles at moderate volume

Not Suitable / Restricted Uses:

- Dance or noisy rehearsals
- Parties or social gatherings
- Messy activities without protection
- Drama Rehearsals:
 - Full rehearsal: Not suitable

Additional Notes for All Hirers

Children's Parties:

- Only permitted for children up to the age of 12.
- Must be low-key, daytime events with appropriate supervision and respectful noise levels.
- Teenage or adult parties (e.g. 18ths, 21sts, weddings, engagement parties) are **not permitted** due to our residential location and the need to minimise disruption to neighbours.

Family Events:

- We welcome low-key family gatherings such as wakes, anniversaries, or milestone events.
- All events must be conducted respectfully, with no loud music, discos, or late finishes.

Noise:

- Activities must not disturb other users or local residents.
- Drama groups and event organisers must book appropriate rooms for movement or vocal work.

Set-Up and Clear-Up Time:

- The booked period must include **all time needed for setting up, clearing away, and any social gathering after the activity**.
- Bookings may be scheduled back-to-back with other users, so **rooms must be fully vacated by the agreed end time** to allow smooth handover.

Rubbish and Recycling:

- Users are responsible for **taking all rubbish away at the end of their booking** and recycling it appropriately.
- The Centre does not provide waste disposal for private events.

Floor Protection:

- Any messy activities, including arts, crafts or set-building, must use protective coverings.

Storage:

- No overnight storage is available between bookings. All equipment must be removed at the end of the hire period.

Insurance & Risk:

- Certain activities (e.g. drama rehearsals, children's activities) may require evidence of insurance, DBS checks, or risk assessments.