

### The HH u3a Hall Hire Payment Recovery Guidance

1. The HH u3a year runs from 1<sup>st</sup> August to 31<sup>st</sup> July. Most groups do not meet in August resulting in 11 active months.
2. For groups who split their hall hire contributions into 2 periods they should run from August to December (inclusive) and then January to July.
3. Members of a Group in August will be expected to pay for a full (or half year) year in advance.
4. New members who join groups part way through a year will pay in proportion e.g. if they join in March then they pay for the remaining 5 months.
5. Existing members of a group who do not pay their contributions in a timely fashion should be removed from the group and should not be invited to meetings.
6. Refunds will not be forthcoming if a person leaves a group unless there are exceptional circumstances e.g. illness, hardship.
7. Those groups whose meeting date falls around the Xmas period should decide at the start of the u3a year whether they wish to cancel and thus reduce their total number of meetings. The Venues Officer will need to be made aware of this when block booking the venue.
8. For meetings that are cancelled by a Group Leader due to, for example, bad weather, speaker illness, etc. no refunds will be made. It is advised that the meeting could be re-scheduled for a later date. Wherever possible, the Venues Officer will need to be informed a week in advance.
9. Group leaders will maintain lists of their members together with contributions that each member has made. For groups who operate a split year, this will mean two lists per year.
10. There are no exceptions to the "everybody pays" rule.
11. Where group numbers are 10 or fewer members, serious consideration should be given to meeting in a member's home. If halls are booked for them then there will be a minimum charge of £10 per meeting payable "pro rata" by group members.
12. For users of Beacon: We highly recommend the use of Beacon to manage your groups activities. If you do, maintaining the list of group members is extremely useful in preparing accurate budgets for the HH u3a.
13. If you don't use Beacon, then it is incumbent on you to maintain a list of active group members in a format which can be submitted to the Groups Coordinator.