Our Community Rooms

About the Community Rooms

- They are complimentary to use.
- They are available to charities, community groups and good causes.
- They can be used for meetings, training, workshops, and drop-in sessions.
- They are located at Coventry, Rugby, and Runcorn stations.
- They are accessible spaces.

Availability and Capacity

- You can access the room Monday – Friday AM, PM, or ALL DAY.
- Each room has a maximum capacity, please specify the capacity of your group on the application form in 'any other information.'
- There is no limit to how many times you can book and use a community room, but you **must** always apply online.

Booking Process

- A 'lead' person needs to apply via the following link Community Room
- You will be asked to complete an online application form.
- After availability has been checked you will receive confirmation of your booking.
- If you need to cancel your booking, please provide as much notice as possible.
- On arrival at the station the 'lead' person must sign in at the Team Leaders' Office to receive a safety brief before being given access to the room.
- By booking the community room, you acknowledge and accept full responsibility for the safety and well-being of all participants during the period of use. You also confirm you have a duty of care and a thorough understanding of your responsibilities under current safeguarding legislation. Furthermore, you agree that appropriate and proportionate safeguarding policies and procedures are in place and actively followed.
- Any misuse of the room or conduct that adversely affects the reputation of Avanti West Coast will result in the termination of your access to the room.

Facilities

- Complimentary Wi-Fi.
- Power sources to plug in your own equipment and a screen will be provided so you can show presentations etc.
- Food and drink can be purchased from retail outlets at the station and taken into the community room, please make sure you dispose of any rubbish responsibly in the bins provided.
- Please leave the community room clean and tidy when you leave.