

REGULATIONS GOVERNING USE OF HARRIET JOHNSON CENTRE

2021

Application for hire of the Centre must be made to the Centre Manager.
'centre' is the building, car park and surrounding area of the building.

POLICY WITH REGARD TO THE USE OF THE CENTRE

No smoking

The Centre is to be used for the purpose of social, moral and intellectual development in such ways as may be found expedient for the benefit of the community without distinction of sex or political religious or other opinions.

No lettings will be permitted on Christmas Day, New Year's Eve or New Year's Day.

All lettings must be vacated by 12 midnight at the very latest.

All lettings will be at the discretion of the Centre Manager

FEES PAYABLE

The Fees must be paid in full fourteen days in advance to the Centre Manager.

In the event of fees not being received seven days in advance the booking will be considered cancelled

Notice of termination of block bookings must be given one month in advance.

Hirers wishing to make any other arrangements for the payment of fees must apply to the Centre Manager.

Returnable deposit will be required.

All fees and charges will be reviewed annually

CONDITIONS OF HIRE

- a) The Hirer is responsible for the orderly and proper use of the premises and for the cost of making good any damage such damage to be assessed by the Centre Manager and the account shall be paid within seven days of being rendered. This to include cleaning the rooms used and kitchen.
- b) Tables and chairs moved by the hirer must be replaced at the end of each period of booking.
- c) Any furniture or equipment brought into the Centre must be removed at the end of each period of booking unless other arrangements have been agreed.
- d) The hirer will ensure all tables, chairs and hard touch surfaces are wiped and sanitised after each use to protect against spread of COVID-19 or similar.
- e) All electrical items brought into the Centre must be PAT tested prior to use.
- f) Sompting Parish Council will not accept responsibility for any equipment left on the premises.
- g) All rubbish should be disposed of by the hirer.
- h) All corridors and doorways must be kept clear and free from obstructions.
- i) Hirers are requested to ensure that they do nothing likely to give cause for complaint by local residents.
- j) Children must be supervised and accompanied by an adult at all times and when using the rear paved area and the garden of the Centre.
- k) If playing live or recorded music you will be required to obtain a copyright license.
- l) Do not affix anything to the internal walls of the Centre e.g balloons, posters etc or use sellotape, blue tac, or drawing pins on the walls or woodwork.

- m) The hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations are of a combustible nature. This includes bbq's and candles and no decorations are to be put near light fittings or heaters.
- n) Rooms may not be entered prior to the time stated on the booking form without the prior permission from the Centre Manager. Rooms must also be vacated at the time stated. In the event that any hiring exceeds the agreed times, the Council reserves the right to charge an excess fee.
- o) At the end of all bookings, the hirer must turn off all taps, lights, heaters and any other equipment, close all internal fire doors, shut all windows and lock all doors and leave the Centre in a clean and tidy state. If the hirer is the last occupant of the building, they must close and lock front gates. The Centre Manager will advise if this is necessary when the booking is confirmed.

If any of the above conditions are not adhered to, and if found during the period of hire, the hirer will be asked to leave immediately without return of fees and will not be considered suitable for future hiring.

ANIMALS

No animals (including birds) will be permitted in the Harriet Johnson Centre unless they are part of a class or activity, are Assistance Dogs, or as agreed with the Centre Manager or other member of staff. No animals whatsoever are to enter the kitchen area. At any time.

INSURANCE

- a) The hirer shall take out adequate Public Liability Insurance to insure themselves and members of the organisation and invitees and provide a copy of that insurance certificate to the Centre Manager prior to use. This does not apply to functions or party bookings.
- b) The Council shall not be liable for any accident, illness, loss or damage to any persons or equipment occurring as a result of the hiring unless it is caused by the negligence of the Council.
- c) The Harriet Johnson Centre is insured by the Council against fire, burglary and third party risks. The Hirer shall not do or permit to be done anything which shall invalidate the Council's policies of insurance on the premises. In the event of any claim by the Council under its policies of insurance being repudiated in whole or in part by the Council's Insurers or the terms thereof being increased on account of any act or default by the Hirer, the Hirer shall indemnify the Council against all loss or additional expenses suffered or incurred as a result thereof.
- d) The Council shall not be liable for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restrictions, civil commotion, riot or illegal trespass or act of God which may cause the premises to be closed or the hiring to be interrupted or cancelled.

RIGHT OF ACCESS

The Caretaker, Councillor or Parish Clerk shall have free access to all parts of the Centre at all times for the purpose of ensuring that the provisions of these regulations are being complied with.

The above person shall have absolute discretion to refuse admission or any person to the Centre.

FIRE

- a) The hirer is responsible for ensuring that all fire doors, corridors etc are kept free from any obstructions and immediately available for instant free exit.
- b) The hirer must themselves aware of all fire exits and fire extinguishers. A plan of fire exits is displayed on the Centre noticeboards.
- c) **NB** Please be aware that there is **NO** landline telephone held in the premises and it is the responsibility of the person booking the Centre to ensure they have a charged mobile phone available at each meeting and a fire drill is practiced. USB ports are available in the Centre kitchen.
- d) On hearing the fire alarm, hirers should leave the building and proceed at a steady pace to the place of assembly closing the door and all doors on the escape route. The assembly point is by the double gates at the entrance.
- e) Special arrangements should be made to deal with people with a physical disability.

SEQUENCE : ALARM - EVACUATION - CALL THE FIRE AND RESCUE SERVICE ASSEMBLY - ROLL CALL

FIRST AID

There is a First Aid box and defibrillator in the Centre kitchen for use in emergencies.

CANCELLATION

- a) Cancellation of a booking will be accepted without charge, if notice is received not less than 7 days prior to use or as agreed by the Centre Manager
- b) If the Council believes that the use of the Harriet Johnson Centre by the hirer is likely to lead to disorder, unlawful or unsuitable activities or breach any licensing conditions, the hiring will be cancelled and any amounts paid will be returned to the hirer who shall have no claim against the Council
- c) The Council may cancel any hire of the premises if they are required as a Polling Station for a Parliamentary or Local Government election or by election or Emergency Rest Centre. Any fees previously paid to the Council shall be returned to the hirer and the Council shall not incur any other liability to the hirer.
- d) The Council shall not be liable or responsible for any losses or inconvenience caused by the cancellation of bookings due to COVID or any other incident, including failure or supply of electricity, gas, water etc resulting in the Harriet Johnson Centre being closed for use. Any fees previously paid shall be returned to the hirer or held in credit for a future date – to be agreed with the Centre Manager.

Should any problems occur with the use of the Centre or for any emergency, ring the Caretaker on 07704601172. This number is displayed on the notice boards inside the building and on the Parish noticeboard outside the Harriet Johnson Centre.

Agreed by Centre Committee,

Sompting Parish Council
15th September2021