

## St Aidan's Community Centre Terms and Conditions (August 2020)

We are a charitable organisation created and run for the benefit of the local community. We are a registered charity (number 522040). We want everyone to be able to enjoy using the centre and aim to keep it in a good state of decoration and repair. We are run solely by volunteers (please come and help if you can) and receive no state funding, relying instead upon fees from hires, generous donations and hard won grants. I'm sorry the terms and conditions are so long, we've tried to make them as short as possible. A summary of them would be 'Please be nice and considerate when using the centre'.

### 1. Liability

1. The community centre and the management committee will accept no liability for any loss or damage suffered during the use of the facilities, except where such loss is as a direct result of the negligent behaviour of the management committee.

### 2. Facilities

1. We have two rooms for hire, our club room (a medium sized meeting room) and the main hall, suitable for large events, parties and performances.
2. We have a main kitchen available when hiring the hall only.
3. We have separate male and female toilets and a unisex disabled toilet.
4. We provide basic equipment in terms of chairs and tables. We also have a limited amount of crockery and cooking equipment in the kitchen.
5. The main kitchen has a continuously filled water boiler for larger events. There are kettles for smaller events.
6. The main kitchen has an industrial dishwasher with full instructions provided.

### 3. Outside Space

1. The grassed area outside the centre belongs to the Church of England, not the Community Centre. It is **NOT** included as part of any use of the centre.
2. If you wish to use the space outside you must obtain permission from the vicar of St Aidan's Church and comply with their requirements for using the space.

### 4. Hirer

1. The hirer may be an individual or an organisation.
2. Where the hirer is an individual they must be 25 years of age or older.
3. Where the hirer is an organisation the organisation must provide a named contact. This contact will receive all invoices and other necessary communication from the community centre.
4. The hirer must take all reasonable and foreseeable actions to ensure the safety of their group and the fabric and contents of the building during their hire period.
5. The hirer will be held liable for all costs and losses incurred where their direct or indirect action leads to such costs and losses for the community centre.

### 5. Specific Dos and Don'ts

1. No naked flames or devices that generate smoke please. These will set off the fire alarm.
2. Please leave the building as you would expect to find it.
3. Please follow the instructions and notices in certain areas of the building, for the benefit of all the users.
4. Please remember that the building is in a built up residential area and behave as you would like others to do if you lived next door.
5. Please do not make any changes to the fabric of the building. Instead, report any defects to the bookings secretary or property manager.

### 6. Making A Booking

1. Full booking procedure details are available on the website.
2. All contact information is available on both the website and on the notice board at the centre.
3. For individual bookings, contact the bookings secretary, preferably by email, with the details

of the hire you wish to make. If it is available, you will receive confirmation. An invoice will be sent about a month before your booking.

4. For group/recurring bookings, contact the bookings secretary, preferably by email, to discuss your needs. Every effort will be made to accommodate you if we can.

## **7. Charges, Deposits and Refunds**

1. We charge by the hour or part thereof.
2. The hourly rate is dependent upon the time and fee structure of the booking.
3. Individual booking fees are due in advance.
4. Recurring booking fees are due quarterly in advance.
5. Details of our fee structure and rates are available on our website.
6. We ask for a deposit of £150 for any booking that is a one off and occurs in the evening, regardless of hirer or purpose. This should be provided as a separate cheque sent along with your payment. It will be returned if the building is left in an acceptable condition after your event.
7. Any cancellation in advance or due to unforeseen circumstances will be refunded. Please contact the bookings secretary.
8. We will never offer any other rate/discount other than those advertised.

## **8. Contract Rate**

1. Available to any regular group.
2. 10% discount over the standard rate.
3. Payment quarterly in advance

## **9. Affiliated Rate**

1. Available only to groups where their membership is 80% or more from the immediate area
2. Available only to groups run on a voluntary basis
3. 33.33% discount over the standard rate.
4. Payment quarterly in advance.

## **10. Keys**

1. Regular users will be provided with a key. This key must not be copied/duplicated.
2. Ad hoc users will be given access to a key via the key-safe. Instructions to be provided alongside your invoice.

## **11. Setting Up and Clearing Away**

1. You must clean up completely after yourself, to include but not limited disposal of all rubbish and sweeping or vacuum cleaning of all floors as appropriate.
2. All waste to be deposited in the exterior bins at the end of your session (at the far end of the centre opposite the care home).
3. We ensure that all bookings have a half hour gap between them. You must not encroach on this time.

## **12. Heating**

1. The heating in the kitchen, committee room, club room and corridors is automatically controlled.
2. Heating in the hall is controlled by means of a thermostat. This should be set to the desired temperature at the start of your session and must be set to 5 degrees (to prevent freezing) at the end of your session.

## **13. First Aid**

1. A first aid box is provided in the main kitchen and the club room.
2. Please inform the bookings secretary if you use the first aid kit so we can replenish it for other users
3. Please record all accidents in the accident book that accompanies the first aid kit
4. If you need to report an accident in the book, please also let the bookings secretary know.

#### **14. Emergency Situations**

1. If you ever feel threatened or intimidated whilst at the centre, dial 999 and report this to the police.
2. If the fire alarm sounds, evacuate the building immediately and dial 999 to summon the fire brigade. The alarm does not summon the emergency services.
3. Please report nuisance behaviour to the police via the 101 number. This allows the police to know what's going on and provide a beat officer if needed.
4. If any of the above occur, please let the bookings secretary know.

#### **15. Car Parking**

1. The Doctor's surgery car park is a shared facility with both the community centre and the church.
2. Wherever you park, please remember that we are in the middle of a residential area with a high proportion of both the elderly and young children. Please park responsibly and legally.
3. The parking opposite the shops has different time limits for different spaces. Please read the notices carefully.

#### **16. On-site Storage**

1. Storage is allocated on a case by case basis where it is available.
2. If you are allocated storage space, you must use it responsibly. You are not to store dangerous articles on site.
3. If you need to lock your storage area you must provide a copy of any key or code needed to access your area to the property manager. This can be done via the bookings secretary.
4. The centre will not accept liability for loss or damage to anything you choose to store at the centre.

#### **17. Complaints**

1. You can make a complaint to the bookings secretary or the chairman of the committee by email or in writing.
2. Contact details for the above can be found on the website and at the community centre.

#### **18. Fund Raising**

1. Nobody may raise funds on behalf of the centre without the permission of the committee.

#### **19. The Management Committees Discretion**

1. All requests for use of the centre are at the discretion of the management committee, such requests not to be unreasonably denied.
2. As a charitable organisation we are required to act in accordance with our charter. This can be found on the charity commission website.
3. The committee retain the right to vary these conditions from time to time without notice.

# St Aidan's Community Centre Terms and Conditions

## Addendum August 2020

This addendum to the T&C's has been produced in response to the COVID-19 pandemic and should be read alongside the T&C's (August 2020).

These additional T&C's are required in order to ensure that as reasonably practicable measures are put in place to ensure that users of the centre, as well as the volunteers who maintain it, are not exposed to health and safety risks. The management committee will ensure that signs are in place to inform users of the building of the new requirements. We will also provide cleaning products which will be available in each room.

To ask questions with regards to COVID-19, please email [bookings@staidanscommunitycentre.org.uk](mailto:bookings@staidanscommunitycentre.org.uk).  
To contact the centre in an emergency or to report a COVID-19 related issue, please **PHONE** 07968 170626.

1. St Aidan's Community Centre, SACC, has completed a risk assessment and is following government guidelines in order to ensure that the centre is COVID-secure. You, the hirer, will be responsible for ensuring those attending your activity or event comply with SACC's risk assessment and also the notices posted around the centre.
2. SACC will provide you with a copy of our risk assessment, which has areas to be completed by your group. You **MUST** provide the community centre with a complete copy of the risk assessment and agree to abide by these terms and conditions before you may use the centre.
3. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used). You will be provided with cleaning materials. You will be required to clean again on leaving.
4. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.
5. You will keep the premises well ventilated throughout your hire, with windows open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
7. Hiring of the Club Room
  - Maximum capacity 12.
  - You **MUST** enter via the main entrance opposite the church.
  - You **MUST** leave via the marked door in the corridor outside the club room.
8. Hiring of the Hall
  - Maximum capacity 30 (15 for high intensity activities).
  - You **MUST** enter via the marked door at the bottom of the steps opposite the shops.
  - You **MUST** leave via the marked door at the end of the hall opposite the care home.
9. The toilets are in a communal area of the centre. You **MUST** ensure that only one person at a time visits the toilets and that they follow the one way system as marked.
10. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.
11. You **MUST** dispose of all rubbish to the exterior bin outside the western end of the centre.

12. If someone should become ill whilst at the centre with suspected COVID-19 symptoms they **MUST** be taken to the isolation area situated in the committee room. Protection and cleaning equipment will be provided. Once their contact details have been taken, they **MUST** leave the centre as soon as possible. The centre management **MUST** be informed by phone using the contact number above.
13. You must ensure that you and everyone in your group adheres to the latest government guidance on COVID-19. Where there is a recognised body or organisation that regulates or supports the type of activity you are performing, you **MUST** ensure that you implement that body's guidance on COVID-19.
14. Face coverings **MUST** be worn in communal areas except for those who are exempt by government guidance. During your event, you **MUST** adhere to government guidance, as well as guidance from clause 13 above, with regards to the wearing of face coverings.
15. You **MUST** comply with the notices posted around the centre.
16. The rules for remaining COVID-secure are changing as the situation evolves. We expect you to keep abreast of and comply with changes relating to your particular activity, and retain the right to change this addendum as necessary to comply with those changes.
17. You **MUST** only attend the centre during your booked time, you **MUST NOT** arrive early or leave late. If you have anything stored at the centre that you wish to access outside of your booked time, **MUST** contact the bookings secretary by email to arrange it.