

# RANMOOR PARISH CENTRE TRUST

## CONDITIONS OF HIRE

For the purpose of this document, the term:

- ◆ “Centre” refers to the Ranmoor Parish Centre or part thereof, including the grounds, situated at 5 Ranmoor Park Road, Sheffield S10 3GX.
- ◆ “Trustees” refers to the Trustees of Ranmoor Parish Centre Trust.
- ◆ “Administrator” refers to the Parish Centre Administrator.
- ◆ “Building Manager” refers to the Parish Centre Building Manager.
- ◆ “Hirer” refers to the person who hires the Centre either as an individual or on behalf of an organisation.

### INTRODUCTION

The Centre has successfully operated since the early 1980s, offering high quality rooms for hire within a splendid setting. As a not-for-profit charity, we endeavour to keep our overhead costs low. To do this requires all hirers to be co-operative with Parish Centre employees and each other. Hirers are respectfully asked to ensure the Centre is left in a tidy and clean state. We ask that everyone helps us to keep the building clean and tidy; returning all chairs and tables to their normal storage area and cleaning up any mess.

In return we will do our best to keep the hire rates at a reasonable level and to support community groups to meet in an excellent venue.

This document details the Conditions for Hiring the Centre. We look forward to many more years of helping the community of Ranmoor to enjoy the facilities that the Centre offers.

### GENERAL

- The timing of all hiring of the Centre shall be agreed with the Administrator, and will include set-up time, running the event and clearing up afterwards.
- Confirmation of booking: your booking is only confirmed once you have returned the signed booking form, with a deposit (if requested) to the Administrator. The outstanding balance must be paid at least 7 days prior to your event taking place. Failure to return the signed form of agreement and/or make the agreed payments within the times stated may void your booking; in this case, the Trustees reserve the right to retain any payments already received in lieu of lost bookings.
- The Hirer: The Hirer is the person by whom the booking form is signed and/or the organisation which he or she represents. The Hirer shall be liable for ensuring that the Terms and Conditions contained in this document are met.
- Time of end of functions: All functions must end by 10.00pm, or earlier if shown on the Booking Confirmation. The Centre must be vacated by 10.30pm.
- Organisation of Hirer – it is the responsibility of the hirer to advise the Administrator of the Centre if the hire is for an organisation to use the Centre. The Administrator will require information about the organisation. It is entirely at the discretion of the Trustees

if the booking is accepted, the Trustees are not required to provide their reason for refusing a booking.

- Insurance – All hirers, including private hirers, need to have their own insurance. The Ranmoor Parish Centre Trust insurance does not cover your booking for third party liability.

## **GENERAL RESPONSIBILITIES OF THE HIRER**

- The Hirer is responsible for ensuring that the number of persons admitted to the Centre does not exceed the number quoted when making the booking.
- The Hirer is responsible for preserving order at all times.
- The Hirer is responsible for ensuring that all users of the Centre show consideration to the residents who live above the Centre and to the people who live in properties nearby. When using and leaving the Centre the level of noise should be kept to a minimum.
- The Hirer shall not sub-let the Centre or any part thereof.
- The Hirer must not remove or dismantle any part of the fixtures, furnishings or fittings of the Centre. In no circumstances shall any bolts, nuts, screws, pins, glues, adhesives or like objects be used in any part of the Centre. Moveable notice boards may be used, but shall not obstructive corridors or emergency exits

## **RESTRICTIONS OF USE**

- The Trustees reserve the right to refuse any request to hire the Centre.
- The Centre shall not be let for purposes likely to cause substantial nuisance or offence (for example, loud music) to occupants of the flats above the centre or of nearby properties nor for religious meetings other than those organised or approved of by the Trustees.
  - The Centre is not licensed for the sale of alcohol; therefore, alcohol cannot be sold in the Centre unless an appropriate Licence is obtained from Local Authority in accordance with current legislation. Should an occasional bar be required it is the responsibility of the Hirer to obtain a Licence. The Hirer is responsible for compliance with the terms of the Licence, including informing the Administrator that a Licence has been obtained.
  - The Centre does not hold a Market License. It is the responsibility of the Organiser to obtain a license from Sheffield City Council.
  - The Hirer shall only use the room(s) shown on their Booking Form. The use of other rooms may incur additional charges.
  - Unless prior arrangements have been made with the Administrator, the hire of the Centre does not entitle the Hirer to use or enter the premises at any time other than the specified hours for which the Centre is hired.
- The Centre does not allow animals inside any part of the Centre unless they are trained Guide or Support Dogs.
- The Trustees are not responsible for any personal belongings left unattended on the premises. The hirer is responsible for ensuring that individuals using the Centre do not leave personal belongings unattended.

- Lost Property will be kept for 2 weeks and then disposed of.
- Items such as banners, balloons, posters should **NOT** be stuck to the walls in any way – sellotape, bluetac or pins. You are welcome to tie string between posts, doors etc. but they must all be removed at the end of hire.

## HEALTH AND SAFETY REQUIREMENTS

- The Hirer is responsible for ensuring that the “no smoking or vaping” requirement in the Centre or grounds is complied with.
- No additional lights or extensions for electric light fittings shall be used in the Centre unless the prior written permission of the Buildings Manager has been obtained.
- Written permission from the Buildings Manager is required before any mains electrical equipment is brought to the Centre to ensure the maximum load for the consumer units is not exceeded. All mains electrical equipment brought into the Centre must have a valid PAT test label attached. If not the Buildings Manager will carry out a PAT test at the Hirer’s expense.
- Cylinders containing compressed, liquefied or flammable gasses shall not be used or kept on the premises.
- Explosives, highly inflammable substances or real flame shall not be brought, used or kept on the premises.
- The Hirer is responsible for ensuring that the Centre is a safe environment. Where there is more than one hirer using the Centre at the same time, both hirers may need to liaise as necessary. Examples to maintain a safe environment include:
  - Acquainting yourself with the fire escape routes and fire call points.
  - Not wedging fire-doors open.
  - Not blocking the fire doors or the route to a fire door with buggies, furniture or display boards.
  - Not tampering with the fire-safety equipment.
  - Do NOT prop open the front door or any of the fire doors.

In the event of a need to evacuate the building:

- Sound the alarm by breaking the Perspex in a call point.
- Telephone 999 for the Fire Brigade.
- Leave the Centre immediately; do NOT put yourself at risk by attempting to fight the fire
- The Hirer is responsible for ensuring that everyone in their party leaves the building in the event of a fire and assembles in front of St John’s Church.
- If it is safe to do so, alert other users of the main building and Annex, also check both Flat 1 and 2 (their doors are located to the rear of the main building).

## **GENERAL PARKING RULES:**

- The hire of the Centre does not include parking rights.
- Drop-off and pick-up are allowed, but not prolonged parking.
- Apartment spaces are reserved, and other spaces are available on a first-come, first-served basis.
- Additional parking is available on Ranmoor Park Road and, if no church service is occurring, on the Church drive.

### **Prohibited Parking Behaviours:**

- Do not double-park or block other vehicles.
- No parking in front of entrances or at the end of the access ramp.

### **Disabled Parking:**

- Two designated spaces near the front door, adjacent to the wall.

### **Safety and Speed Limits:**

- A 5mph speed limit applies.
- Be cautious of children when driving in or out of the Centre.

### **Overnight Parking:**

- Overnight parking is not permitted without prior permission.
- Vehicles left outside authorized times may be removed at the owner's expense.

### **Liability:**

- The Centre is not liable for theft or damage to vehicles on the grounds

## **HEATING GUIDELINES FOR THE CENTRE**

### **1. General Heating Management**

- The Building Manager programs the heating timers based on the booking schedules to cater to all users.
- Achieving the perfect temperature for all groups, especially in winter or when different requirements arise, can be challenging.

### **2. User Responsibilities**

- Do not alter the heating controls at any time.
- If the room temperature needs adjustment:
  - Use the thermostat on the wall to turn the temperature up or down.
  - Do not set the thermostat above 20°C.
- Before leaving:
  - Ensure the heating in all other rooms is set to a minimum of 18°C.
  - Confirm that all heating valves are switched on.

### **3. Consideration for Other Users**

- If you make any changes to the heating settings, return them to their original state before leaving the premises.

By following these guidelines, you help maintain a comfortable environment for all Centre users.

## **FIRST AID**

There is a first aid box located in the kitchen – inside the door – clearly indicated with a First Aid Sign. The annexe first aid is located in the kitchen cupboard above the sink.

All accidents and injuries that occur while in the Centre must be recorded in the Accident Book and handed to the Administrator or Building Manager for retention.

First Aiders are the Buildings Manager and the Parish Centre Administrator. Should they not be available out of office hours, please refer to NHS 111 or in an emergency 999.

Emergency Defibrillator – is available for anybody 24 hours a day. It is located on the outside wall of the Parish Centre at the front door. Should you need to use this, please call 999 and they will provide the access code.

Should a serious accident occur while using the Centre, the Hirers are asked to inform the Administrator or one of the Trustees immediately (see below for details).

## **CLEARING UP**

The Hirer is responsible for leaving the areas of the Centre used in a clean and orderly state at the conclusion of the period of hire. Cleaning materials and the vacuum cleaner are in the cupboard off the main hallway. The key for this cupboard is on the keyring (yale key).

In the Kitchen:

- Wash, dry and put away the cutlery, crockery, pans and other equipment.
- Turn off the water taps after using basins and sinks.
- Rubbish should be placed in bin bags and put in the black wheelie bins in the rear courtyard. A maximum of 2 bin bags per hire is permitted. All other rubbish should be taken away by the hirer.
- Soiled tea towels should be left in the kitchen in the orange bucket.
- All kitchen surfaces should be wiped down, and the floor cleaned if necessary.
- Empty glass bottles must be removed from the premises, NOT placed in the bins.
- Remove all your own items from the fridge. Without further notice, items left in the fridge will be disposed of.

Put away and:

- Restack the tables in the room between the Kitchen and Garden Room.
- Restack the chairs against the wall in Room 1 and in the storage area between the Garden Room and Kitchen.
- Floors throughout the Centre should be vacuumed if necessary.

At the end:

- Take away all your own belongings.
- Place excessive rubbish in the outside bins (located to the left of the Annexe building)
- Switch off all the lights, toilets included.
- Ensure all toilets are flushed and any used nappies are either taken away with you or put in the nappy bin (located in the disabled toilet).

- Check that all windows and external doors are locked securely.
- Leave the premises no later than 10.30pm unless you have specific permission to remain until later.
- Take away balloons, streamers etc. that may have been used to decorate.

Should the building not be left in a satisfactory state, the Administrator reserves the right to charge the Hirer for cleaning and any other work required to restore the Centre. Any damage, loss or breakage occurring during the function, howsoever caused, should be reported to the Administrator. The Hirer shall be responsible for making good any such damage, loss or breakage to the satisfaction of the Trustees.

## USE OF THE KITCHEN

Anyone using the Parish Centre can make use of the kitchen facilities for making teas and coffees and preparing food. This applies to one-off users and regular users. If you are a regular user, we ask that you work with other groups using the centre at similar times to you to arrange tea breaks. . If you are a one-off user, you must let us know beforehand if you need exclusive use of the kitchen. Exclusive kitchen hire can be arranged but has to be paid for separately to your booking and must be agreed prior to the booking. **Under 16s are not permitted into the kitchen at any time**

## SAFEGUARDING

Hirers are responsible for the safeguarding of children and vulnerable adults who attend the Hirer's event in the Centre. The Centre has some facilities available which should help, although these do not replace the need to have a robust safeguarding policy and practices. Hirers may wish to undertake a risk assessment prior to hiring the Centre.

Safeguarding whilst using the Centre's facilities include:

- Keeping children out of the kitchen (Under 16s are not permitted in the kitchen)
- Using the stable door on the kitchen.
- Installing the gates to the Garden Room, Rooms 1 & 2. Each gate is marked showing which room it is designed for. The gates have a spring loaded bolt to secure them closed.
- Having sufficient responsible adults available to ensure all children can be monitored.
- The front door lock system means the doors are locked during your hire. If you have asked for the front door to be locked at the start of the hire, ensure that someone is manning this door ensure no children can leave unsupervised.
- Gardens can be used, however please take care to ensure that children do not climb on the trees, take care of falling trees and branches, and if on the front lawn ensure children are aware of the wall dropping onto the pavement.
- Take care with children in the car park – vehicles come into park, turn and drop off.
- Take care with the front gate as this is open for vehicle and pedestrian access
- If you are the sole hirer you may designate separate male and female toilets
- If you are using the centre with another group we recommend that children are always accompanied to the toilets and / or work with the other groups to designate toilets to be used by each group.

Users must have a safeguarding policy of their own and if they do not have one, they must agree to the St John's Ranmoor Safeguarding Policy and procedure.

## **RIGHTS OF THE TRUSTEES OR THEIR DULY AUTHORISED AGENT**

- The right of entry to the Centre is reserved to the Trustees or their duly authorised agent at any time during the hiring, and the right to terminate any entertainment or meeting not properly conducted, or in breach of any part of the Conditions of Hire of the Centre. Any cost(s) arising out of such termination shall fall in their entirety to the Hirer.
- The Trustees will not be responsible for the theft or loss of or any damage to any property brought into the Centre by the Hirer or any other person.
- A 24/7 CCTV system operates on the premises. Recordings are retained and could be used if an incident occurs.
- The Trustees reserve the right to amend, without notice, these Conditions of Hire.
- The Trustees reserve the right to cancel bookings without notice. Booking cancellations shall normally take place if an emergency arises, for example a gas leak or if information comes to light that the information provided for a booking is incompatible with the Trust's constitution. Should such a cancellation occur, the Trust would not be responsible for costs incurred or loss of income by the Hirer(s).

## **KEY FOB ENTRY**

Each user will be allocated a key fob and this will be programmed for your access.

To use the keyfob please tap on the keypad at the front door.

Once you have come in through the main door it will lock behind you. Your keyfob will let you into the building at any time. We can see when you come in and out of the building.

For one off users you will be given a key fob and this will work for the day you have hired the centre. It needs to be returned within 7 days - A key deposit box is on the wall to the right of the front door of the Centre – you can leave your key here or bring it back to the office.

If you are a regular user at the end of your booking term you need to return the key fob to us. If you have more than one month between bookings, we ask that you return your key fob between each session.

To vacate the building, please use the front door and hover your hand over the Green button on the left of the door.

## **CANCELLED BOOKING**

In the event your booking cannot go ahead, providing we have at least 48 hours' notice we will refund the full amount paid less a deposit.

If you are a regular user and you cannot go ahead with a booking, it is important we have as much notice as possible – ideally 48 hours, otherwise if we have heated the room(s) we may have to charge.

## **EMERGENCY CONTACT**

When the Office is closed, if there is an emergency, please contact the emergency services if necessary and one of the Trustees:

**Matthew Rhodes 0775406891**

## COMPLAINTS AND RECOMMENDATIONS

We aim to provide the best possible service to everyone who uses the Centre, but inevitably sometimes things do go wrong. If you have a complaint or a recommendation about how we might improve the service we offer, please Email the Administrator in the first instance. Send your Email to [administrator@stjohnsranmoor.org.uk](mailto:administrator@stjohnsranmoor.org.uk).