



STANDARD HIRE CONDITIONS

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Standard Conditions for the Hire of Dursley Youth Centre

The Youth Centre Management Committee reserve the right to refuse any application for the hiring of the premises and are not obliged to disclose the reason for so doing.

A copy of this agreement, together with various record books and user instructions, are provided in the centre for reference.

Specific points

1. Applicants must be over 18 years of age and must be present throughout the period of hire.
2. All functions must finish by 10.00pm unless previously agreed.
3. Bookings should be made on an official booking form and returned together with a deposit, to the Booking Manager, 14 days prior to the event or the first instance of a regular hire arrangement. Completion of the booking form shall be deemed to be confirmation of acceptance of Terms and Conditions of hire.
4. As a guide the maximum number of persons should not exceed the recommended number for each room. Refer to booking form.
5. Any cancellation or alteration of a booking agreement should be made as soon as it is known about. If notification of cancellation to booking is less than 14 days in advance and it has not been possible to re-hire the room/s, the YCMC reserves the right to make a charge.
6. The hire charges are as shown on the Booking form. Payment for hire should be made within 14 days of receipt of invoice. Payment for regular bookings may be by standing order.
7. Dursley Youth Centre premises are integral within the buildings of Dursley Tabernacle United Reformed Church. Dursley Tabernacle and the YCMC accept no responsibility to the hirer, or any other person, arising from restrictions which they may need to make concerning the use of the premises due, for example, to a funeral. Every effort will be made to give as much notice of such limitations as possible and to try to negotiate alternatives as necessary.
8. Instructions about Access and Security codes are provided below and will be demonstrated when a key is issued.
9. Any key loaned to the hirer must be returned immediately to the Room Bookings Manager at the end of the booking period. Loss of key will incur a charge to the hirer. No copying of the issued key is permitted and any request for additional copies must be made to the Room Bookings Manager. The code number provided for enabling/disabling the security alarm must not be disclosed to any other user.
10. If a hirer discovers damage to premises or equipment when they arrive, they should enter the details on the entry checklist provided and report by phone as soon as possible to the Bookings Manager. All hirers are required to leave the premises clean and tidy after use and complete/sign the departure checklist provided before departure. Cleaning equipment is available for use and is located in the green cupboard in the entrance. If the hired areas are left in an unacceptable condition, a surcharge may be imposed.
11. During the hiring:
 - a) the hirer accepts responsibility for the areas hired and any claims arising from the activities in or use of those areas of the premises (except in so far as such claims properly arise from the responsibilities of the YCMC). The hirer will take reasonable steps to safeguard those parts of the premises not hired by him/her but accessible as a result of the hiring.

- b) The hirer must make himself/herself aware of the Fire Actions applicable to the premises (see notices in the centre.) For each hire period, the hirer must nominate a responsible individual to be familiar with the Fire Actions and take the lead in organising an evacuation should the need arise. Emergency exits and fire extinguishers must be kept clear.
 - c) Electrical installations must not be interfered with or added to in any way. Any equipment brought in by the hirer must be sound and safe, and electrical equipment must be regularly tested and certified (Portable Appliance Test) by a competent electrician. If regular users wish to keep electrical equipment on the premises, testing and certification can be included on the church's maintenance schedule by mutual arrangement. Any uncertified electrical equipment found on the premises will be removed.
 - d) Heating can be pre-programmed for regular users by request, but instant heat can always be obtained by using the run-back timer in the entrance. Hot water is also obtained by using a run-back timer. Instructions are available in the centre and demonstrations can be provided when keys are issued.
12. The premises are not licensed for the sale or consumption of alcoholic drinks. **No alcoholic drinks may be brought onto the premises for the function without a request being submitted 5 weeks prior to the event and prior approval from the YCMC given.**
 13. During the period of hire, the hirer will be responsible for the actions of those present and for any damage to the building, its fixtures, fittings, furniture and contents. Use of equipment, crockery etc in the kitchen, including for beverages, is by prior arrangement only. Please notify the Bookings Manager if a breakage occurs; a charge may be made for breakages.
 14. If kitchen use is required for food: preparation, cooking or service, Food Safety standards must be adhered to. Refer to: "Food Safety – Standard Conditions of Hire" below.
 15. If the IT/Meeting Room is to be used, the relevant user policies must be adhered to. Refer to: "Youth Centre Information Technology Agreement"
 16. Notices and decorations may be attached to any gloss surface, except windows and glass, with blu-tac for the duration of the hire period only. Staples, drawing pins, adhesive tape, or anything that may damage surfaces may not be used. Notice boards are only to be used by the designated user organisation.
 17. The YCMC reserve the right of entry to all areas at any time, and if regular users wish to have locked storage facilities on the premises, this must be by prior arrangement and a duplicate key must be given to the Elders of Dursley Tabernacle URC. Shared use of equipment between regular users will be encouraged, and allocation of storage space will be regularly reviewed.
 18. The provision of a "Performing Rights Society Licence" (or other intellectual property rights permission, if required) is the responsibility of the hirer.
 19. Smoking is not allowed by law in any part of the buildings or environs.
 20. In the unfortunate event of anyone being injured, however minor, this must be recorded in the Accident Book, which is reviewed regularly and kept in the kitchen cupboard adjacent to the hand wash basin.
 21. There are First Aid boxes mounted on the kitchen pillar. The YCMC provides this for the convenience of its own use and takes no responsibility to provide or maintain them for the benefit of hirers. They are available for use by hirers, but please record use of any materials taken on the session log so that we are aware they need to be replaced.

Access and Security Information

1. The premises are monitored by CCTV at all times. Appropriate use of the building is expected.
2. To enter the building, unlock the front door using the key provided and then swipe the fob over the sensor which releases the electronic catch for five seconds.
3. Disable the intruder alarm by entering the four digit security code you have been supplied with in the control panel on the wall to your left.
4. The electronic lock on the front door will activate once the door closes. This door will unlock automatically if the fire alarm sounds, or can be opened in an any other emergency by pressing the green 'break glass' button beside the door. Emergency use of the 'break glass' unit must be reported to the Bookings Manager by telephone as soon as possible, as the system will need to be re-set. The door can be opened from the inside to permit authorised access by pressing the round green button once to deactivate the lock. The door will lock again on closure. The 'break glass' system must not be used as a means of leaving the door unlocked unless you are trained and authorised to re-set the system.
5. Unless you have been authorised to use the adjacent premises of Dursley Tabernacle United Reformed Church you should not open the fire door at the rear of the café area by the kitchen unless in an emergency. An alarm will sound three times if this door is opened, to advise you that it is in use. As the hirer you will be held responsible for unauthorised use of this door. Like the front door, this door will unlock automatically if the fire alarm sounds, or can be opened in an emergency by pressing the green 'break glass' button beside the door. Emergency use of the door must be reported to the Bookings Manager by telephone as soon as possible, as the system will have to be re-set.
6. If you have authorised access to the Dursley Tabernacle premises, the door may be opened for single use by pressing the round green button. As with the front door, the door will lock again on closure and the 'break glass' system must not be used as a means of leaving the door unlocked unless you are trained and authorised to re-set the system.
7. The blue alarm light adjacent to the toilets will begin to flash if the emergency assistance cord in the accessible toilet cubicle is pulled. As a hirer it is your responsibility to access the cubicle (the door can be unlocked from the outside with the use of a coin) and check to see whether the person inside requires assistance or whether there has been a false alarm. The alarm should be re-set by pressing the blue alarm light inside the toilet cubicle.
8. On departure, check that all doors and windows are closed and that you are the last one in the centre. To enable the intruder alarm, enter your four digit security code in the panel. A setting alarm will sound. There is no time limit for leaving the building. The alarm will not set until all PIRs are clear and relevant doors closed. The panel display will show if any doors or PIR sensors are not closed/clear. When the final door is closed, the alarm will set after a seven seconds delay. There is a brief warble as the setting alarm stops, to indicate that the alarm is enabled.

In the Event of a Fire

GENERAL ACTION IN THE EVENT OF FIRE

1. Anyone discovering a fire should set off the alarm at the nearest available fire alarm point by pressing the red “break glass” button.
2. When the alarm sounds, all persons should evacuate the building along the nearest fire escape route as quickly as possible, without stopping to take equipment or possessions.
3. Since the whole premises share a single fire alarm, evacuation of the whole premises will be necessary until the location of the sounding alarm can be checked and the building declared safe.
4. If an authorised/trained member of staff is present they will be responsible for checking the alarm and following procedure. If not, the hirer/session leader should notify the emergency contact by calling **07519 393536**
5. As a rule all fire-fighting should be left to the professionals i.e. the Fire Service. An attempt to fight a fire with the fire-fighting equipment available would only be relevant for authorised, trained personnel, where the fire was of a very small nature or impinging on an exit route. The first priority is to raise the alarm and evacuate.
6. All occupants should proceed to the designated Fire Assembly Point.
7. Assembly points are indicated on Fire Action Notices throughout the building.
8. It is important that no one should remain near the entrances of the buildings which have been evacuated; this can restrict the evacuation and hinder access for Fire Officers.
9. The hirer of the property/session leader will be responsible for seeing that all occupants leave the building in an orderly fashion, for checking the roll at the fire assembly point and for reporting to Fire Officers if they have reason to believe anyone is remaining in the building.
10. At all times during the emergency, users of the building should comply with all instructions given to them by the hirer/session leader responsible for their event.
11. Do not re-enter the building until advised to do so by an authorised person.

NB: THE STOPPING OF THE ALARM DOES NOT MEAN THAT THE FIRE IS OUT OR THAT THE BUILDING IS FREE OF HAZARDS

IMPORTANT NOTICE

- * The premises are monitored by CCTV.
- * The fire alarm is monitored by the local fire service, and sounding the alarm unless in an emergency is a serious offence which may result in prosecution.

Food Safety

Standard Conditions of Hire

The use of the premises and equipment for the preparation, storage and service of food shall be the sole responsibility of the hirer/session leader. The hirer/session leader may by prior arrangement make use of the kitchen facilities and the equipment provided but the hirer/session leader must ensure that the following food safety practices are followed:

1. Plan the event carefully and make sure that all of the facilities required for safe food preparation are available in advance.
2. The opening and closing checks specified in the Food Safety Manual are completed and the diary is signed by the responsible person.
3. Keep the menu simple. Make use of ready prepared foods and avoid foods that require a lot of preparation. Avoid preparing food too far in advance. All ready-to-eat food must be kept chilled and transported quickly to the hall in clean containers.
4. Clean and disinfect surfaces, utensils and equipment before and after preparing any food.
5. Ensure that all necessary cleaning materials and equipment, including detergent, disinfectant, disposable cleaning cloths, soap and drying towels are available for use.
6. Make sure the fridge and freezer space is sufficient and that it is clean and pre-chilled. High-risk foods must be kept at or below 8°C and placed on shelves above raw foods. The fridge & freezer are only available for hirer's use during the period of hire.
7. High risk foods must not be left at room temperature for more than 4 hours. Left over foods that have been on display for more than 4 hours should be discarded.
8. Avoid contamination – keep food covered until served and keep raw foods separate from ready-to-eat foods.
9. Ensure that food is cooked or reheated thoroughly. Hot food must be kept at a temperature of 63°C or above until it is served.
10. All helpers should observe good standards of personal hygiene and must:
 - * Wash hands regularly in the sink provided for hand washing
 - * Wear clean clothes or clean protective over-clothing
 - * Avoid touching foods directly – use tongs or utensils as much as possible.
 - * Cover cuts and sores with a waterproof dressing
 - * Never handle food if suffering from stomach upsets or skin infections.
11. If no one is experienced in catering for large functions or if you are serving food to groups that include elderly people, young children or people who may be ill you should inform the booking secretary and seek further advice from the Environmental Health Service, Stroud District Council. Tel: 01453 754478

Ensure that the kitchen, equipment and utensils are left in a clean and tidy condition and all waste food is removed from the premises.

Waste Material

Waste material must be placed into appropriate contract waste disposal bags. These must be put outside by the external gate.

Please recycle at all times where possible.