

Newtown Community Centre

Rules for Hirers

The following rules act as terms and conditions that all hirers agree to at the time of booking.

1. On Arrival

*Hirers are asked to familiarise themselves with the Fire and other safety notices before starting a session

*Hirers are advised to check the space for any hazards and report any faults, issues or damage to the manager as soon as possible

*Hirers are expected to adhere to the times they have booked and paid for. As back to back bookings are accepted hirers must be ready to depart the room no later than their booked finish time

2. During the hire

*The front door must remain closed throughout the booking unless fully supervised by a member of the hiring group. This is to ensure the safety and security of all hirers and the building

*The use of naked flames is not permitted either inside the building or under the veranda. This includes candles, charcoal burners, wax melts, chafing dishes, gas or charcoal barbecues

*All electrical equipment used must have a current PAT test certificate. If a hirer is known to be using electrical item(s) they will be asked to provide an up to date safety certificate. Alternatively, the hirer can request for these items to be included in the NCAs annual PAT testing for an additional fee

*Hirers must not permit park users to come in to use the toilets. The toilets are for the sole use of people hiring the space

3. Kitchen Use

*The kitchen door is a Fire door and must not be left propped open under any circumstance

*Food preparation is not permitted in any room other than the kitchen

*The water heater on the wall should be turned off at the end of use

*No food or liquids including milk should be left in the fridge

*The hatch doors must be locked and the shutter down at the end of the hire

4. Noise

*Doors and windows should be closed and noise kept to a minimum after 9pm

*The NCA asks all hirers to be respectful to nearby residents on leaving the building at any time of the day but especially in the evening

5. At the end of the hire

All hirers are expected to leave the space clean, tidy and secure. This includes:

*Check for mess

*Sweep floors

*Wipe tables

*Stack chairs in the box provided

- *Return tables to the cupboard
- *Check toilets are flushed
- *Check the heater is switched off
- *Check that all windows and doors are closed and secure
- *Check for lost property
- *Ensure the front door closes behind you

6. Safety and Safeguarding

- *The NCA expects all hirers who are running regular classes/activities to hold their own Public Liability insurance, and have their own robust Risk Assessments and Health and Safety procedures in place that are specific to their activity
- *All hirers are expected to have their own first aid kit with them for their hire
- *Hirers who have children and or vulnerable adults attending their group are fully responsible for the safety and wellbeing of children and vulnerable adults in their group
- *Children must be fully supervised by a responsible adult at all times during a hire
- *The NCA expect all hirers who are running regular classes/activities for children and vulnerable adults to have their own Safeguarding Policy and up to date DBS certificates in place

7. Conduct

- *The NCA expects all hirers to treat the building and other hirers with respect and care
- *The hirer will be expected to pay for any damages or additional cleaning required as a result of their hire
- *Abusive, aggressive and threatening behaviour towards another hirer will not be tolerated and may result in a refusal of future bookings

Updated January 2025