

Newtown Community Centre

Rules for hirers

Updated September 2020

General

1. ALL HIRERS MUST LEAVE Newtown Community Centre BY 11PM. Please respect the local residents by keeping noise and music to an acceptable level during the evening and on leaving the building. If you are playing music or making other noise after 9pm please ensure that doors and windows are closed.
2. You must allow time for setting up before and clearing after your event as part of your hire period. The front door will unlock at the time you booked, and you must ensure that you have left the Centre clean and ready for the next group by the end of your hire period.
3. Read carefully Fire and other safety notices before you start your session.
4. Naked flames are not allowed either inside the building or under the verandah – no candles, chafing dishes, gas or charcoal barbecues. If you use a barbecue outside on the grass of Belmont Park, you must ensure that it does not scorch the grass or endanger any member of the public, especially children, and that it is properly extinguished. Charcoal...etc. must not be disposed of in the NCA bin.
5. Use of portable food preparation equipment is not permitted in any room other than the kitchen.
6. Any electrical equipment used must have a current PAT test certificate.
7. Take nappies to dispose of at home.
8. The toilets are for use of people participating in an event for which a booking has been made. Hirers must not permit park users to come in to use the toilets.
9. The Velux roof windows have rain sensors; they will close themselves when it rains, and cannot be opened again until it is dry. This is not a fault!

Entry and exit

10. Hirers must not leave the front door open and unlocked when they are not supervising the entry and exit of the attendees at their event.
11. Hirers should make arrangements to admit their attendees; it is not acceptable that other groups should be disrupted by people attempting to gain entry. This is particularly important for hirers of the upstairs room.

At the end of your event

12. Sweep floors and wipe down table tops and chairs if necessary.
13. Stack chairs in the cupboards and put foldable tables away securely, in the trolley. Put the trolley in the appropriate cupboard.
14. Check toilets are flushed. Do not turn off the water heater in the disabled toilet.
15. Please take your recyclable waste away for recycling yourself. The centre does not yet have a recycling collection.
16. Non-recyclable waste (but no nappies) may be bagged in a black sack and put in the purple bin outside. Ensure that the bin is locked. The key to the purple bin is on a hook behind the kitchen door. Please do not put your bag in the park rubbish bins by the playground.
17. Close all windows and French windows securely. Check that the bolts are set top and bottom of the left side of each French Window, and the knob inside is turned to lock. Close the Velux roof windows by using the remote controls – a short press on the down arrow will start them closing until they are locked. Ensure the front door is locked when you leave.

If you have hired use of the kitchen in addition to a room

18. If you have hired one room and the kitchen, you may only open the shutter into the room you have hired, and not the shutter to the other room. You should ensure that you do not disturb another group – the shutters are not sound-proof.
19. The kitchen door should be kept closed. It must not be propped open. This is for hygiene and safety, as well as avoiding disruption to other users of the building.
20. Record the temperature of the fridge and freezer at the start of your session in the kitchen folder. Also record any faults or issues.
21. Bring your own tea cloths, washing up cloths and detergent.
22. Wash up, dry up, put away crockery and leave surfaces in the kitchen clean and clear.
23. Do not leave anything in the fridge, freezer or kitchen. Please take all unused food and drink away with you.
24. Put a clean black bag into the bin for the next user (spare bags in the cleaning cupboard).
25. Cleaning equipment which you may use is in the cleaning cupboard to the right of the main sink.
26. Switch off the cooker, the extractor hood fan and lights (switches on the right of the hood), the wall-mounted water boiler and all lights on leaving. The cooker switch is in the cupboard to the left of the cooker. Do not switch off the fridge, freezer or sink water heater. One of the verandah light switches is in the kitchen.
27. The wall-mounted water boiler has an “Eco” switch. Use this if yours is a small group (it heats 2 litres), or towards the end of your session before switching off.
28. Another group which has hired a room but not the kitchen may request access for cleaning materials, filling water bottles or making hot drinks. It is up to you whether you give them permission. You should consider how this can be done safely, for example by only allowing access when you are not cooking or serving food. Please remember that this is a community facility and that we rely on co-operation.

If you have NOT hired use of the kitchen

29. If you are cooking or preparing food, you must book the kitchen. If you do any food preparation, you will be charged for the kitchen hire cost for the full duration of your booking.
30. You do not need to book the kitchen for access to cleaning materials, filling water bottles or making hot drinks only. You must first check if another group has booked the kitchen and then negotiate access and use. The group with the booking may refuse you entry to the kitchen, and you must respect this. You can always fill water bottles from the outside fountain under the verandah.
31. If you use the kitchen for hot or cold drinks only, you must follow the rules 18 – 24 above.

Use of the mini-kitchen upstairs

32. A kettle is provided, but use of portable cooking equipment is not permitted in the upstairs room.
33. Bring your own tea cloths, washing up cloths and detergent.
34. Wash, dry and put away crockery and leave surfaces of the mini-kitchen upstairs clean and clear.
35. Ensure the kettle is switched off at the wall socket.

Storage cupboards

37. If you have a cupboard, you are responsible for ensuring that all your possessions are placed inside the cupboard and that it is locked. You must not leave items anywhere else.
38. The hireable storage cupboards are under the eaves off the upstairs room. If you need access to a cupboard when there is another group using the upstairs room, you should arrange this to avoid disruption. The group which has the booking may refuse you access, and you must respect this.
39. If you don't have a cupboard, please take away your possessions with you or they will be recycled.
40. Unclaimed lost property will be recycled monthly.

Covid-19

Cleaning

41. All hirers will be allocated 15mins either side of their hire time to clean the room before and after use.
42. This must include door handles, light switches and any furniture or surfaces touched by any member of the group including the toilet.
43. The NCA will provide Covid-19 Specific cleaning products needed for this.
44. One toilet will be allocated to each room. Only this toilet must be used by the group and be cleaned by the hirer at the end of the booking.
45. If you require the space to be deep cleaned before your hire there will be a surcharge of £30.

Room Capacity/Social distancing

46. The reduced room capacities are:
 - i. Small Room 8
 - ii. Large Room 17
 - iii. Loft Room Nil
47. Only the tutor/hirer must use the main entrance.
48. Participants should only arrive and leave the Hired room using the French doors.
49. During the hire, windows must remain open ensuring good ventilation.
50. Government guidelines now state that masks must be worn inside community centres.
51. There are some exemptions including some health conditions some fitness classes.

Kitchen

52. The kitchen will be closed until further notice.
53. The sharing or eating of food is not permitted in the building at present.

Risk Assessment

54. All Hirers must hold a risk assessment specific to their activity and ensure that their activity can meet the Governments Covid secure guidelines.
55. Hirers will need to keep contact details of all participants for 21 days for the purpose of Track and Trace in accordance with GDPR and refuse entry to anyone who is feeling unwell or showing symptoms of Covid-19.