

Newtown Community Centre

Rules for hirers

Updated April 2022

General

1. ALL HIRERS MUST LEAVE Newtown Community Centre BY 10:30PM. 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 veranda – 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. Please take nappies away with you 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 & 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 box provided and put foldable tables away securely.
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. Please take all Non-recyclable waste away with you. Please do not leave on the exterior of the centre or 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. Bring your own tea cloths, washing up cloths and detergent.
21. Wash up, dry up, put away crockery and leave surfaces in the kitchen clean and clear.
22. Do not leave anything in the fridge, freezer or kitchen. Please take all unused food and drink away with you.
23. Put a clean black bag into the bin for the next user (spare bags in the cleaning cupboard).
24. Cleaning equipment which you may use is in the cleaning cupboard to the right of the main sink.
25. 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 veranda light switches is in the kitchen.
26. 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.
27. 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.

Use of the mini-kitchen upstairs

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

Storage cupboards

32. 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.
33. 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.
34. If you don't have a cupboard, please take away your possessions with you or they will be recycled.
35. Unclaimed lost property will be recycled monthly.

Covid-19

Cleaning

36. Use the hand sanitiser provided at all entrance points
37. Keep the rooms well ventilated during use
38. Consider others by a wearing mask in crowded areas
39. Use Viracidal spray provided to help keep the room clean through the day
40. Only use the rooms booked

Risk Assessment

41. All Hirers must hold a risk assessment specific to their activity
42. Hirers are recommended to use the NHS Track & Trace App displayed in all rooms.