

**Cheadle Heath Community Association
Rose Walker Community Centre - Conditions of Hire**

By hiring the Community Centre, you have agreed to the following conditions of hire:

A. Safety of Centre Users and Security of the Building

1. If you are a key holder, you agree to follow the instruction on unlocking/locking the building.
2. You agree to instructions for using the heaters and fans in the centre, ensuring these are switched off at the end of your session.
3. You must ensure that a sufficient number of responsible people are present to safeguard the building and those attending your sessions. You must call the police if any serious incidents occur.
4. An accident and incident book is kept in the kitchen – please use this to record any incidents or accidents. There is a first aid kit in the kitchen which you are free to use.
5. You must inform the centre contact, Sandra Henderson 07952 990 347 of any accidents or incidents or problems at the centre (eg, problems with toilets, sinks, lights, kitchen or equipment).
6. You will monitor the front door and any other exits that are open. You are responsible for all people entering the building during your session.
7. You must not leave the centre unattended during the times you have booked unless the centre is secured and alarmed.
8. It is your responsibility to ensure that the centre is left in a clean and tidy condition (rubbish may be secured in bin-bags and placed in the waste disposal outside the centre). The times booked must be adhered to - you must allow sufficient time to clean up after your session (this must be included in the overall time period booked).
9. If you require use of the car-park, you must make sure that no other cars park there during your session and you must secure that gate and return the padlock key to the centre before you leave.

B. Fire Safety

10. You must ensure that the people organising your session are aware of the location of all fire exits and that you know what to do in case of a fire. The bars must be removed from the fire doors at the start of your session and replaced before you leave the centre.
 11. Fire extinguishers are located in different parts of the building:
 - a. two are located in the main hall
 - b. an extinguisher and a fire blanket are located in the kitchen
- Remember – fire safety is about getting people out not fighting fires.**
12. If there is a fire, you must evacuate the building and make sure everyone attending the session has been accounted for. Call the fire brigade on 999. Do not return to the building or allow anyone else who attended your session.
 13. **For regular groups, you must carry out a fire drill at least once a year and confirm this in writing to the centre's Health and Safety Officer.**
 14. The centre is a No Smoking building. Smoking is not permitted inside the building. If smoking outside, please dispose of your cigarettes responsibly.

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C. Use of Kitchen Equipment

15. The kitchen is for the use of adults only, please do not allow children to enter the kitchen for their own safety.
16. You can use the oven, hot water point, cooker and hob and microwave to cook and heat food. When you use the equipment, first make sure it is clean. You must clean it after use so it is ready for the next group. Check at the end of your session that no food is left in the microwave, oven or fridge. Any food/drink that is left will be disposed of by the centre. At all times, take care when using hot equipment or serving hot food/drink to avoid scalds and burns.
17. You can use the fridge to store food or drink. Food must be kept in a suitable container to avoid spills. You must take unused food with you at the end of your session – any food left after your session may be disposed of by the centre. Note – for regular groups, you may leave food/drink in the fridge as long as it is clearly labelled for your group and is within date. Items which are passed their expiry date will be disposed of.

D. Food Hygiene

18. Food that has been prepared off premises needs to be transported under clean, cool conditions to the centre. If it will not be consumed within 1 hour of arrival it needs to be kept in the fridge at the centre until served.
19. If food is to be prepared in the centre's kitchen, ensure that all equipment and work surfaces are cleaned first with an anti-bacterial spray, that raw food does not come into contact with cooked food (either on work surfaces or in the fridge) and that any hot food is heated thoroughly and served piping hot.
20. There is a hand-washing sink in the kitchen and all those involved in preparing or handling food must wash their hands after cleaning equipment and surfaces, after handling raw food, after handling food waste and after the using the toilet or blowing their nose, touching their face/lips or smoking.
21. The Community Centre and its management committee cannot be held responsible for any problems arising from the consumption of food prepared or consumed by those hiring the centre.

Additional

22. Alcohol is not permitted to be sold to guests/visitors at the centre. It can, however, be consumed at the centre in a responsible manner.
23. Bouncy castles are permitted within the centre as long as adequate floor protection is provided. You are responsible for any damage that may be caused and must be suitable insured against any injuries as a result of using the bouncy castle.

I understand the above rules and guidelines and agree to abide by these conditions

Signature

Print name

Name of Group or Event (eg, party)

Date