



Christ Church Youth and Community Centre

Registered Charity: 1147852

Formerly 519554

Registered Company Limited by Guarantee Number 8096773

OFSTED No: EY347566

Use of Facility Policy

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Standard Conditions of Hire

These standard conditions apply to all use of the centres premises. If the User is in any doubt as to the meaning of the following, the Centre Manager or other relevant person should immediately be consulted.

Use of centre

Use of the community centre and its facilities is subject to the following rules and, in the case of users, to the conditions incorporated in the Use of Facility agreement.

Equal opportunities

The community centre is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

Applying to use the centre

(a) Application for use of the centre shall be made to the Centre Manager

(b) The right to refuse any application for the use of centre facilities is reserved to the Management Committee or the Centre Manager provided that the Centre Manager reports his/her action to the next meeting of the Management Committee. The Management Committee may refuse an application to use the centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the centres beneficiaries or supporters. In any circumstance of doubt, the Centre Manager shall report the matter to the Secretary, and shall not confirm the letting without the agreement of the Secretary.

(c) All arrangements for the use of centre facilities are subject to the centre

reserving the right to cancel bookings when the premises are required for use as a Polling Station or are otherwise rendered unfit for the intended use.

(d) Sections and affiliated groups of the centre shall normally have priority use

of its facilities, but all arrangements to use facilities made with outside bodies and individuals shall be honoured by the centre except as provided for in (c)

above.

Age

The User, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

Supervision

The User shall, during the period of use, be responsible for -

- supervision of the premises, the fabric and the contents;
- their care, safety from damage however slight or change of any sort; and
- the behaviour of all persons using the premises whatever their capacity, including proper
- supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by the centre, the User shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Use of premises

The User shall not use the premises for any purpose other than that described in the User Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

Gaming, betting and lotteries

The User shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Licensable activities

The User shall ensure that they hold a PPL Licence which

permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the premises, the User should ensure that they hold the relevant licence or the centre holds it.

Public safety compliance

The User shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which

is attended by children. The User shall also comply with the centres health and safety policy

(a) The User acknowledges that they have received instruction in the following matters

- The action to be taken in event of fire. This includes calling the Fire Service and evacuating the building
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an entertainment or play the User shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there is no obvious fire hazard on the premises.

Means of escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

Outbreaks of fire

The Fire Service shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the centre [*or state other relevant person*].

Health and hygiene

The User shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

Electrical appliance safety

The User shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation²⁴. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

Maximum capacity

Room 2, Room 3, Room 6 – 30 maximum

Room 5 – 12 maximum

Safety of vulnerable people

No activities or groups involving either children or vulnerable adults will be permitted on the premises except with the written agreement of the Management Committee, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, the Home Office Code of Practice *Safe from Harm*, and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department (as appropriate) are complied with before giving such permission.

All organisers of activities involving children and/or vulnerable adults are required to comply with the recommendations of Community Matters Information Sheets 30 (*Safeguarding Children and Young People*), 81 (*Community Organisations and the Criminal Records Bureau*) and 81A (*Vetting and Barring Scheme*), and the Management Committee reserves the right to exclude from the premises any organisation that fails to comply with this requirement. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and/or vulnerable adults, and

that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

Loss of property

The centre cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.

Nuisance

(a) Litter shall not be left in or about the centre premises.

(b) Except in the case of trained guide-dogs for the blind, dogs shall only be permitted on the centre premises in connection with organised activities such as dog training or dog shows.

(c) Users and organisers of events in the community centre are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

Cleaning and security

All use of centre premises and facilities is subject to the users' accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by the Centre Manager. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Centre Manager

Date of Committee Approval

Date of Review February 2011

Date of next review February 2012

Date of next review February 2013

Date of next review February 2014

Date of next review April 2015



Use of Facilities Agreement

Christ Church Youth and Community Centre

8, Oxford Road

Bootle

L20 9HW

0151-525-1995

Charity Number 1147852

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User Agreement

The hiring agreement includes the standard conditions of hire set out in the attached schedule.

The User

Name

Organisation

Name of organisations

Authorised representative

(if applicable)

Address

Contact Telephone Number(s)

User Fee

£

Dates Required:-

Times required:-

Purpose/description

Of use

Is food to be provided at the event? Yes No

Signature of User

Authorisation of User signature

User Agreement

Christ Church Youth and Community is a registered charity and a 'not for profit' organisation

We follow the following Charging procedures:-

Room Use

| Rooms | Morning | Afternoon |
|----------------|---------|-----------|
| Room 2 | £30 | £30 |
| Room 3 | £30 | £30 |
| Room 6 | £30 | £30 |
| Computer Suite | £60 | £60 |

Mini Bus £2.50 Within Liverpool area per trip
 £5.00 Outside Liverpool area per trip

Mini Bus Donation £60.00 per day plus diesel

Camps and residential Contribution towards Camp fees,
 accommodation costs, gas bottles
 and mini bus

Fun For Tots Subs £1.50 (50p per additional sibling)

After School Club Subs £6.50 per day

Life Stiles Subscriptions vary for each activity

Community Project

| | | |
|-------------------------------|--------|------------------|
| Splash Holiday Provision Subs | £19.50 | 8.30am – 6.00pm |
| | £13.50 | 10.00am – 4.00pm |