

## Kettins Community Hub

### Conditions of Let



1. Subject to approval by the Committee, the Kettins Community Hub (KCH) **is available for use** by:
  - a. Local groups for activities or fund raising
  - b. Local residents for private parties
  - c. Other interested parties at the discretion of the Hall Committee.
  
2. The following conditions will apply:
  - a. A **responsible person** (not under 21 years of age) who hires the facility shall be present and in charge during the whole period of time the public are in the facility. He/she is responsible for compliance with any health and safety requirements or letting conditions and the general behaviour of the public. He/she will be responsible to ensure that all members of the public have vacated the facility, before locking up and to check that the lighting is switched off. It is recommended that a mobile phone is available in case of a requirement to call emergency services.
  - b. **Health and Safety Compliance.** Risk Assessment. The responsible person, who hires the facility, shall ensure that any risks identified and actions to comply with regulations to protect the health and safety of those members of the public or staff are adhered to. Please refer to the H & S and safeguarding statement document.  
Certain items of equipment are not covered by the Hub's insurance e.g. a bouncy castle. Please check with booking secretary if you require assistance with this.
  - c. **Food.** The Committee accepts **no responsibility** for food made and served / food brought to the hall and consumed in the facility. **Food Hygiene Guidelines** are displayed, in the kitchen, and the **Food Safety Policy** should be read.
  - d. **Fire Evacuation. The Fire Safety (Scotland) Act 2005** requires regular user groups to practise a fire drill every 6 months, the person in charge (usually the hirer) being responsible for this. In the event of fire, the person in charge will be responsible for checking the building, that all persons have evacuated, unless his or her life would be put in danger by doing so. Please ensure **all fire exits and access for emergency vehicles are kept clear at all times.** The Fire Safety precautions and emergency procedures information is located at the main door. Occasional users should familiarise themselves with how to raise the alarm and the locations of the fire exits in the event of fire or ask for a demonstration at the time of hire.
  
3. **Time of Let**

The time of entry and departure to be agreed at time of booking and **this should be included in your booking** (any additional time will incur additional costs).

#### 4. Cleaning

KCH users are expected to do their own housekeeping, leaving the facility in readiness for next user or elect to bear the cost of a cleaning contractor as housekeeping is not included in the rent. Should the facility not be left in a satisfactory condition acceptable for the next let, a fee will be charged.

#### 5. Public Nuisance

**Noise levels** must be kept to a minimum at all times in the car park and especially when leaving the building after 10pm to avoid creating a nuisance to local residents and outdoor activities including the playing of music, use of PA systems and the erection of temporary structures must be agreed with the KCH Committee.

**Car parking:** The car park accommodates 20 cars and the public car park at the KCH entry can be used for overspill. Please keep roadside parking to a minimum to avoid nuisance to local residents.

**Smoking (including vaping) is not permitted within the building, at the doorways or the covered area on the pitch side.** A bin for cigarette ends is provided outside on the right of the main door.

#### 6. Damage

The individual or user group using KCH will be held responsible for any damage to the facility, its furnishings, fittings, accessories or the surrounds. Any damage must be reported and made good at the expense of the individual or user group and will be made good to the full satisfaction of the KPH Committee. The Committee accepts **no responsibility** for the loss or damage to any property brought to the facility.

#### 7. Protection Of Vulnerable Groups (PVG)

KCH has PVG Policy Guidelines that cover children and adults considered vulnerable. User groups involving these groups are requested to read and adhere to the guidelines and the KCH Policy which is available on request.

#### 8. Capacity

please note that the recommended numbers for the community hall is **50**.

Additional capacity is available in the small rooms/changing rooms. Numbers in excess of this have to be agreed with Booking Secretary.

#### 9. Faulty or **damaged equipment**

found by facility users should be reported to the Booking Secretary for action by committee members.

#### 10. Lets

are available for: The community room, the playing field, the changing rooms, small meeting rooms and the kitchen. The use of the toilets and car park are included in the let. These should be selected on the booking form.

#### 11. COVID 19:

The Hall Committee has taken all reasonable steps to prevent the spread of COVID-19 within the hub and ask **USERS** to read and comply with the guidelines on this at the time of use. A maximum of 3 people in the kitchen is to be maintained.