St Wilfrid's Community Centre

Ripon

Lettings Policy

1. Introduction

1.1 The following document sets out the Lettings Policy in relation to the premises of St Wilfrid's Community Centre in Ripon (SWCC). The premises include all rooms which form part of these premises. The Policy document takes into account consideration of the Equality Act 2010.

1.2 A Premises Hiring Agreement, which is attached to and forms part of this Policy document (Schedule A), must be completed and signed in respect of every booking of the premises. The person signing the Premises Hiring Agreement shall be known as 'the Hirer' and shall accept full responsibility for the due observation in all respect of the Terms and Conditions as set out in this policy document. The Hirer must be a responsible adult, normally over the age of 25 or at the discretion of the St. Wilfrid's Community Centre Management Committee (SWCCMC).

2. Primary Intent

2.1 The Community Centre is in the curtilage of an important historical building, and a significant part of Ripon's history and heritage. The Community Centre Committee has the responsibility for maintaining it for the use and enjoyment by further generations.

2.2 The premises are open to all the Community as a Support Hub as well as being used by the local Church community.

2.3 The premises will be a resource for a wide range of community organisations, and to help develop co-operation and mutual support between them.

3. Letting Restrictions

3.1 Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage both individuals and/or organisations to use the premises for meetings and activities. SWCCMC may request references from a new user before agreeing a regular booking.

3.2 We will not accept bookings for activities which will prevent our regular activities from functioning or which promote any political party or opinion. The SWCCMC reserve the right to refuse for hire by groups or for activities which may cause offence, on the grounds of their religion or belief, to a significant number of others.

3.3 Lettings will not be accepted if they would conflict with, disrupt or interfere unduly with Church services.

3.4 Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises. Lettings will not normally be taken for events likely to create excessive noise or other nuisance to neighbours.

3.5 All events are to finish by 11pm, with the premises to be empty by midnight. The premises will not be available to use before the beginning of the booking time, and must be vacated at the end of the designated booking time.

3.6 Use of the grounds can be included by prior agreement with SWCCMC.

4. Charges

4.1 We will normally charge for the use of the premises by external organisations; however, charges may be waived or reduced in exceptional circumstances and at the discretion of the SWCCMC.

4.2 Charges will be set at a reasonable rate, below full commercial value, consistent with covering costs and providing a modest contribution to maintenance costs. A notice of charges levied and Conditions relating to the Charges forms part of the Premises Hiring Agreement. The schedule of Charges will be reviewed on an annual basis.

4.3 If the Hirer wishes to cancel the booking, the SWCCMC may, at its absolute discretion, refund any fees paid, up to £60, but shall be under no obligation to do so. The SWCCMC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of SWCCMC cancelling the booking, all fees / deposits paid by the Hirer shall be refunded.

4.4 A refundable cleaning charge for a single hire must be paid, the amount of which is set out in the Premise Hiring Agreement. This will be returned if no extra cleaning is incurred.

5. Access and security

5.1 SWCCMC does not employ a full-time caretaker; therefore the Hirer is responsible for all setting up and putting away of equipment used. Occupation of the premises for preparation and setting up will be subject to a charge. Time for this must be included in the hire time agreed.

5.2 Any letting of the premises will require a Responsible Person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order. The premises must not be left unattended during the period of the booking.

5.3 If a key is provided, then this must be safeguarded at all times and returned to the key safe at the end of the letting period or as soon as is reasonably possible.
The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked and all lights switched off at the end of the letting period. The key code is confidential and must not be shared with others. In the event of an emergency, where the Hirer / Responsible Person is sick and unable to attend the session, then a Deputy may be designated as the Responsible Person.

5.4 The right is reserved for a representative of the SWCCMC or their appointed officer to enter any part of the building at any time.

6. Health and Safety

6.1 Whilst the SWCCMC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of the hire, including the presence of a suitably qualified First Aider if necessary. A First Aid box is located in the corridor outside Byland and to the left of the hatch in Fountains. Any accident involving personal injury must be reported to one of the SWCC administrators and be recorded in the Accident Book.

6.2 All entrances and exits must be kept clear at all times and the number of people attending must be declared at the time of the booking to ensure that this does not exceed the maximum number allowed as follows:
Fountains – 70 - 80 people
Jervaulx – 30 - 35 people
Byland – 8 -10 people
The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.

The Fire Action Notices are displayed beside each of the fire points beside each exit and will be included in the talk given to all users.

6.3 There are no public telephones in the premises, therefore the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.

6.4 Any portable or electrical appliance or device brought in from elsewhere and used on the premises must be the responsibility of the Hirer.

6.5 The Hirer is not permitted to bring in supplementary heating appliances.

6.6 All electrical equipment provided in the Centre will be PAT tested annually or in accordance with our legal requirement.

7. General

7.1 A strict No Smoking Policy applies to all rooms (including the toilets).

7.2 Alcohol cannot be sold in the building.

7.3 Any advertising material must be submitted to SWCCMC for approval. All such material must clearly display the name of the person or organisation responsible for the event.

7.4 No dogs other than guide dogs are permitted inside the building.

7.5 No adhesive or fixing material may be used which may damage the fabric of the premises.

7.6 Chewing gum is not allowed on the premises.

7.7 Rubbish must be taken from the premises by the Hirer and be deposited in the bins provided outside. There is a general waste bin, a mixed recycling bin and a cardboard/paper bin facility outside in a designated bin area. No food or drink must be left behind in the grounds outside the premises or in the car park. Please put cardboard and paper contaminated with food in the general waste bin.

7.8 We would appreciate it if all users would ensure that the settings on the radiators are as follows when leaving the room used:
Fountains – 4 Jervaulx –4 Byland - 3
Please feel free to adjust the heating while in the premises. Remember to reset the radiator valves before leaving to ensure that the rooms are warm for the groups following on.

8. Car Park

8.1 The use of the Church Car Park is subject to availability.

8.2 The Car Park is limited to 30 places, which may not always be guaranteed, and which will include 3 designated disabled spaces, when completed. Parking is strictly at the owner's risk. The SWCCMC can accept no liability whatsoever for cars parked in its Car Park.

8.3 Parking in front of The Presbytery is strictly for the use of the parish priest and his visitors.

9. Responsibilities

9.1 The SWCCMC will be responsible for providing facilities in good working order throughout the letting period.

9.2 The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use.

9.3 The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting. During the period of hire, The Hirer is responsible for the orderly behaviour of guests / members on the premises.

9.4 The Hirer must leave the premises in a clean and tidy condition. Losses, breakages and damage must be reported, and paid for in full. Hirers may re-arrange tables and chairs in the

premises, but must restore them to their original places immediately at the end of the letting.

9.5 The Hirer agrees to indemnify the SWCCMC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Terms of this Policy document.

10. Kitchen Use / Refreshments

10.1 Use of the Kitchen in the premises must be separately approved. The Kitchen may be used for the preparation of Tea / Coffee and refreshments by approved personnel and with prior approval of the SWCCMC. It will be the responsibility of the Hirer to provide the refreshment materials unless agreed otherwise in the Premises Hiring Agreement. It is the responsibility of an external Hirer to ensure that any persons using the kitchen is aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of a letting. Any breakages must be reported immediately in writing and may be subject to an additional charge.

11. Insurance

11.1 It is the responsibility of the Hirer to effect whatever insurance he / she requires to cover his/ her liabilities. Insurance effective by the SWCCMC does not extend to a Hirer's liabilities. The SWCCMC accepts no liability for damage and / or loss of personal property as a consequence of using the premises.

12. Legal Requirements

12.1 These premises do not have a licence for the sale of alcohol. It has a public performance licence and a tv licence.

12.2 Activities on the premises which involve children or vulnerable adults must be conducted in accordance with the Children's Act and the Safeguarding Policies of the Diocese of Leeds. Evidence of suitable qualifications may be requested.

12.3 The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and is specifically forbidden to use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.

13. Compliance

13.1 Failure by the Hirer to comply with any, or all, of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by SWCCMC to be just cause for immediate cancellation of any letting or series of lettings and may result in the forfeiture of the entire security deposit.

14. Administration

14.1 Bookings of the premises will be through the administrators of the centre. Contact can be made by email to stwilfridscommunitycentre@hotmail.com or through St. Wilfrid's Community Centre Facebook page. This includes the acceptance and declining of bookings in consultation with the SWCCMC if necessary.

15. Winter Safety Precautions and Provision

15.1 The lighting in winter months is timed to come on at dusk and regular inspections are made to check that the outside premises are well lit. We ask that any faulty lighting be reported immediately to the management committee. The access ramp to the centre is slip

resistant but care is advised when the weather is icy. All users of the community centre should proceed with care when walking to and from the premises in bad weather. A salt bin has been located to the left of the ramp. This is for the purpose of users when the weather is icy or snowing. The bin will be kept full and all groups who hire the premises may help themselves to the rock salt using the handy built-in scoop attached to the inside of the lid. There is also a snow shovel available for use; it is located beside the First Aid box outside Byland.

16. Post Covid-19 Conditions

16.1 The hiring group will be responsible for cleaning surfaces (eg. tables, chairs, door handles, light switches) when necessary. Hand sanitiser will be available on entry and exit to the centre.

16.2 The centre will have a thorough clean weekly and other cleaning as and when needed. Provision for wiping tables & chairs is available in each room.

16.3 Access will only be allowed during the specific time of hire.

16.4 A group risk assessment will be required for hall usage.

16.5 All hirers must keep an attendance register and contact details of all users to be passed on to the Community Centre Administrators only if required.

16.6 In the unlikely event that someone takes ill during a hirer's session, the disabled toilet will be taken out of use and be redesignated as an isolation point

This policy will be reviewed annually.

Revised June 2024 signed Bernadette Barnes (Chairperson)