Weston Colville Reading Room and Recreation Ground Trust

Hiring the Reading Room - Policy and Procedures

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This policy applies to the Trust's areas of responsibility for Weston Colville Reading Room, Cricket Pavilion and the Recreation Ground, also including safe use of the Reading Room car park (owned by Weston Colville Parish Council) and the two former BT telephone boxes.

1. Purpose

As far as can be reasonably practicable:

- Identify the facilities, appliances and equipment available.
- State the terms and conditions of hiring the Reading Room in relation to policies and procedures i.e. health and safety legislation, safeguarding, location of emergency equipment and evacuation procedure.
- Identify the hiring procedure including; use of website and calendar, the role of the Booking Secretary, payment/non-payment and cancellation procedures, operation of the key safe.
- State the importance of the notice board for hirers.
- Identify appliances which have wall-displayed operating instructions and which equipment requires Trustee instruction/support.
- State the entrance and exit procedures, evacuation instructions and operation of the intruder alarm.

Approval and review

This policy was approved by the trustees on: 22nd September 2025
It will be reviewed every 5 years, or following a significant incident, or if there is a change in law or guidance.
Next review due by: 22nd September 2030
Signed on behalf of the trustees: *Matt Jackson*
Name: Matt Jackson Role: Chair of the trustees

2. Reading Room Facilities

The Reading Room and Recreation Ground at Weston Colville was bequeathed to the village in 1885 by Squire William Henry Hall and his friend Sedley Taylor 'to help labouring men and boys develop their literacy' and since this time, has developed into a vital social hub for the use of the villagers. It has the following facilities:

- A main hall and connecting small hall with maximum capacity of 60 persons
- Kitchen
- Ladies, Gents and separate Disabled Toilet with baby changing facilities
- Fenced/gated grassed area for use
- The Reading Room is a licenced premises for the serving and sale of alcohol with the Licensee being a member of the Trustees. It also holds a music Licence (PPL PRS).
- Free Wi-Fi

Usable facilities:

- Portable music centre
- Hall PA system
- Remote controlled ceiling-mounted Sony projector installed in Large Hall, operated from wall-mounted AV Panel. **You must bring your own HDMI lead.** Remote control available.
- Electronic projector screen controlled from a the wall-mounted AV Panel. Remote control available.
- Ceiling air-to-air heating/cooling unit (Fujitsu) installed in main hall ceiling with remote controller in wall mounted cradle.
- Wall air-to-air heating/cooling unit (Fujitsu) in small hall with remote controller in wall mounted cradle.
- Ceiling spot lights and fans.

The kitchen has the following amenities:

- Electrical goods: Smeg 5 zone electric hob with extractor/hood, grill and oven, commercial dishwasher, Mega Kettle - all with working instructions located on wall.
- Refrigerator, bottle chiller, domestic kettle and microwave – ensure these are switched on at wall.
- Mains water softener (no operation required)
- Electrical mobile dumb waiter
- Cutlery: side/dinner knives, side/dinner forks, soup/desert/serving/tea spoons (60 settings)
- Dinner/side plates, tea cups & saucers, mugs, soup/dessert bowls (60 settings). Large serving platers
- Wine/juice glasses, half pint and pint glasses, glass jugs small and large
- Range of cooking utensils, pots, pans, metal baking trays, teapots, butter dishes
- Serving hatch to small hall.

Usable equipment:

- 30 folding soft chairs, 7 soft stackable armchairs, 70 stackable plastic chairs (stored in metal shed), 24 multi-coloured stackable children's chairs

- 8 large fold down tables, 1 small fold down table, 3 long fold down tables suitable for children's parties, all with fitting table cloths (stored in small hall store cupboard)
- 11 stackable small square tables (60x60cm top)
- Henry Hoover (gents toilet cupboard), mop/bucket and brushes for indoor/outdoor use
- Large folding safety steps located in metal shed

Safety Equipment:

- First aid box in kitchen and defibrillator on external wall near side door

3. Hiring Terms and Conditions

General

1. The Trustees retain the right to refuse any application for the hire of the Reading Room. No sub-letting is allowed.
2. Persons under 18yrs age cannot make a booking. Anyone attending under 18yrs should be appropriately supervised by a 'responsible adult' that meets safeguarding legislation. **Name of person responsible for safeguarding is:**.....
   The Trustees will follow the principles set out in the Safeguarding Policy which can be viewed online or hard copy in Health and Safety/Information File on the notice board.

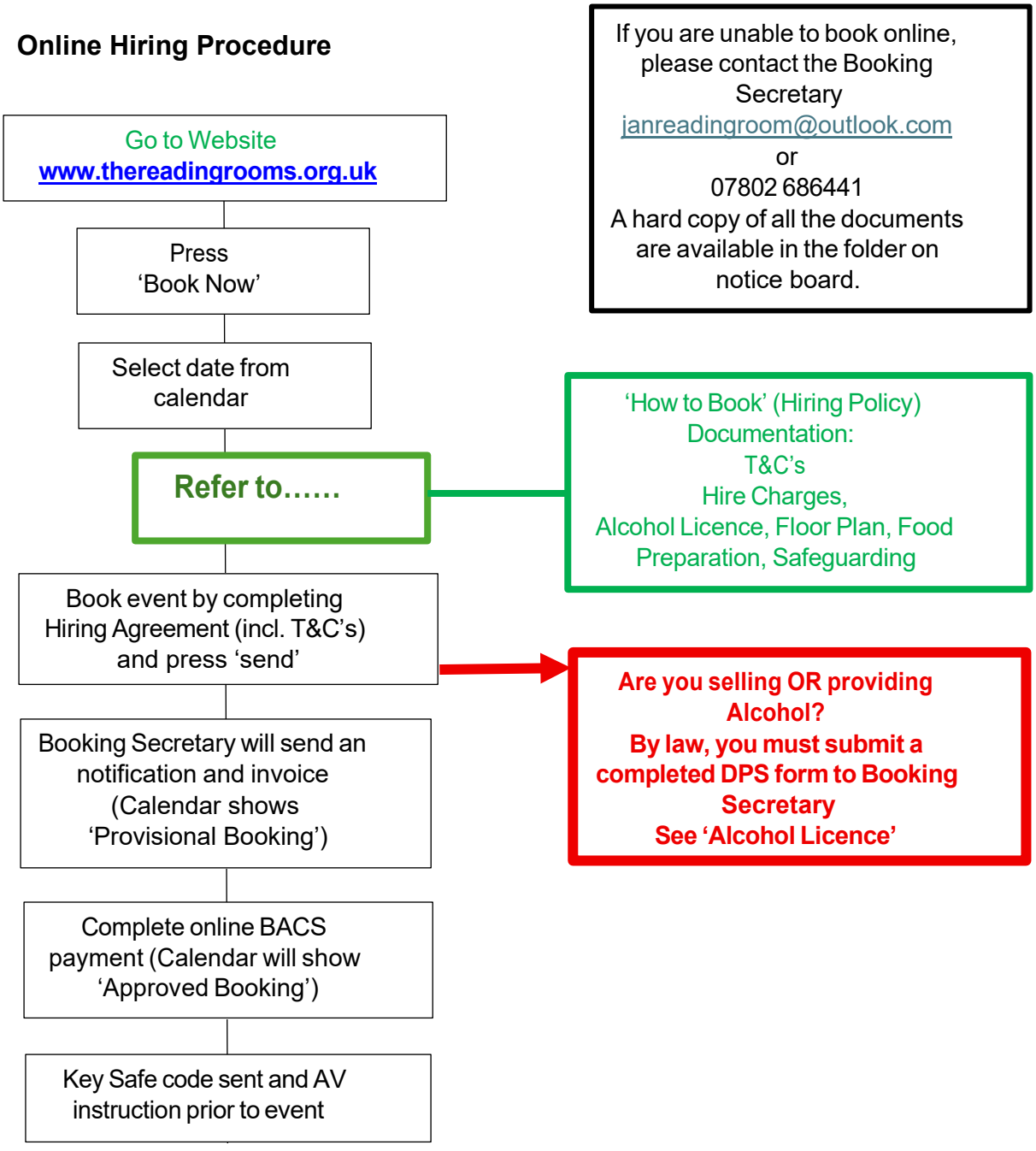
3. A signed and completed Hiring Agreement form should be emailed to the Booking Secretary.
4. The appropriate booking fee must be paid in advance. The trustees reserve the right to give precedence to official village functions and alter charges at any time.
   The Hirer is responsible for:
5. Proper and orderly use of the Reading Room and equipment (see Health and Safety Policy).
6. Any equipment/furniture fault, damage or other situation which might cause injury and cannot be rectified must be reported to the Booking Secretary as soon as possible including; accident reporting, use of safety equipment or call to the emergency services.
7. The hirer uses the Reading Room at their own risk and the hirer should take out their own insurance to cover personal injury or damage to their property if it would be deemed to be reasonable and prudent to do so. Trustees cannot be held responsible for loss or damage to any property of the hirer.
8. Nothing should be fixed to walls, ceilings or other surfaces without prior approval of the Bookings Secretary.
9. Control car parking arrangements. Parking on the grass outside is not permitted. Please use the car park opposite on Mill Hill.
10. Manage noise levels and be thoughtful of local residents including the flat above the hall. The premises are to be vacated by midnight.
11. Make sure the correct food preparation and health and safety procedures are followed. Please refer to: https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events.
12. Sign the ACTIVITY BOOK located in the kitchen.
13. **Sale of Alcohol** – Alcohol maybe consumed and sold under The Reading Room and Recreation Ground license where a 'responsible person' is appointed and who must submit a signed 'Designated Premises Supervisor' (DPS) Sale of Alcohol Staff Authorisation' form. Alcohol must NOT be served, sold or provided to those under 18yrs

that is consumed on or off the premises. 16-17yr olds may serve alcohol but every sale must be under direct supervision of the 'responsible person' or their deputy. In addition, storage of alcohol on the premises overnight is forbidden (see website under 'Alcohol licence').

The Responsible Person is.....

14. **Internet, using AV equipment** – There is free Wi-Fi access. Hirers must indicate if AV and selected kitchen equipment is to be used.
15. **Fire Regulations and Evacuation Procedures** – Your attention to the Fire Alarm Activation, Fire Exits and Evacuation Procedure are essential (Notice Board). Fire risk capacity is max 60 persons.
16. Our existing cleaning procedures ensures, as far as possible, that every hirer inherits the Reading Room in a clean and tidy condition and it is the responsibility of the hirer to return furniture, equipment, crockery and cutlery cleaned and to the position it was found, clean the premises, empty bins (see Procedure to Exit the Reading Room).

4. Online Hiring Procedure



5. Payment/Non-Payment Procedure

Once your signed and complete hiring agreement has been sent, the Booking Secretary will acknowledge your booking by email including details of how to pay by BACS and the location of the hiring policy and procedures. Your booking is now 'provisional'. Hiring fees and extra costs (see website for current charges) must be paid in advance of your event. Your booking will be 'approved' once payment received and will be indicated so on the calendar.

Non-payment of fee will result in key-code delay and may mean your event cannot go ahead. We aim to assist with any difficulties you may be experiencing therefore contact the Booking Secretary to discuss how you can progress with your event.

6. Cancellation Procedure

If you need to cancel your booking we shall return your fee. Inform the Booking Secretary asap via email (janreadingroom@outlook.com or mobile: 07802 686441) who will remove the booking from the calendar and arrange for the treasurer to reimburse the fee.

7. Key Access and Return

In the event you require Trustee support (if using audio-visual equipment) the Booking Secretary will allocate a trustee. **You will need to contact them before your event date to arrange instruction/support.** Otherwise they will open up 10 minutes before your event.

The Booking Secretary will send you the key safe 4-digit code, 24 hours before your event. Key safe is located on the left hand side wall of the side entrance from Mill Hill.

Enter the code, turn knob clockwise to unlock and retrieve keys then follow Procedure To Enter The Reading Room to disable the alarm. Close key safe door.

After your event:

Follow the Procedure To Exit The Reading Room to enable the alarm and exit the building safely. Once the bleeping alarm has ceased, return the keys to the key safe, turn knob anticlockwise to lock and close key safe door.

You will be in receipt of the side entrance key, key fob for the intruder alarm, a key that allows double access to the small hall store cupboard and the cupboard in the gents toilet and a small key to the metal shed.

The locked cupboard in the Gents toilet houses the:

- Main electrics fuse board (Consumer RCD unit)
- Immersion heater
- 2 stop cocks, Reading Room and the flat

8. Importance of the Notice Board

You will find all relevant information for hirers on the notice board inside the side entrance.

- Entrance and Exit Instructions
- Building plan identifying emergency exits, fire equipment, location of first aid and defibrillators, gangways and seating plan
- Evacuation instructions
- Safety Rules for Hirers
- First aid poster
- Licensee certificate
- The Health and Safety/Information file for Hirers containing the Trust's policy, Safeguarding policy, fire risk assessments, building plans and copies of : Hiring Policy and Procedures, Hiring Agreement, Alcohol Licence forms
- Insurance certificate

9. Procedure to Enter the Reading Room

On day of event, unlock side entrance door to Reading Room and intruder alarm will sound

- Disable the alarm by swiping the fob upwards on the pad on left hand side (LHS) of door. Repeat if alarm is not disarmed.
- Turn on 2 **emergency exit signs** at the start of each session using switches labelled 'Main Hall Exit', 'Here Exit', 'Small Hall Exit'.
- 3 main lighting switches are located on LHS panel in lobby labelled ''Large Hall', Small Hall' and 'Here'.
- Read Safety Rules for Hirers on notice board. The Notice board is for hirers and users.
- If required, set heating/cooling by wall-mounted remote control pad (small hall LHS) and by wall-mounted remote control pad (Large Hall) behind right hand side (RHS) curtain.
- There is no user key for the front door. It has to be opened and closed from the inside.

In Kitchen:

- Refrigerator - operating instructions on top of machine.
- Mega Kettle – switch and operating instructions on wall to RHS.
- Immersion switch for hot tap water only and switches for bottle chiller, cooker hood, domestic kettle and domestic microwave are located on panel underneath wall cupboards.
- Cooker isolation switch on wall to LHS of oven. Hob, hood, grill and oven operating instructions on wall.
- Commercial Dishwasher - operating instructions on cupboard door above it. If you are intending to use the dishwasher it should be turned on and allowed to undertake a reset cycle 30 minutes before use. DO NOT ATTEMPT TO USE IT LIKE A DOMESTIC DISHWASHER as you will be disappointed!
- Now please SIGN the visitors book.
- Switches for main hall ceiling spot lights are on LHS panel in small hall (below fire alarm control panel).
- Main switch for AV equipment in store cupboard (small hall). Operating instructions next to AV Panel in large hall.

10.If the Fire Alarm Sounds?

Instigate the **Evacuation Instructions**

When fire alarm sounds or a fire is discovered everyone should leave the hall immediately by the nearest fire exit.

Do not return to the hall to collect anything

Assemble at the Village sign at the front of the premises for authorised person (person in charge) to check that everyone has left the hall and everyone is safe.

The fire alarm also sounds in the Reading Room flat and the occupant(s) will also need to be evacuated.

Ring 999 – Fire Brigade – explaining there is a fire at:

The Reading Room
Corner of Chapel Road and Mill Hill
Weston Colville
CB21 5NX

///What3words: draw.hires.bats

In event of false alarm, authorised person should reset the wall mounted fire alarm panel in small hall. See reset fire alarm instructions.

Wheelchair users should use the fire door from small hall to the garden or the front door only.

11. Operating Instructions available to Hirers and Users

Wall-mounted operating instructions are displayed next to the following appliances and facilities:

- Mega kettle
- Oven and hood
- Refrigerator
- Commercial dishwasher
- Resetting the fire alarm
- Ceiling and wall-mounted heating/cooling units are included in the entrance and exit procedures in this document, on the notice board and displayed near wall mounted remoted controls in each hall.

Operating instructions for the following equipment are located in the small hall store cupboard and on wall in Large Hall, but may also require instruction from a Trustee. Hirers should indicate on the 'Hiring Agreement' if they are intending to use any of these so the Booking Secretary can arrange for Trustee support.

- Projector and screen
- PA system
- Portable music centre
- Commercial dishwasher (instructions in kitchen)

12. Procedure to Exit the Reading Room

As the Reading Room does not employ a permanent caretaker, we kindly ask you to observe the following requirements before you leave the building so the next hall user finds it clean and tidy and ready for use.

- **PLEASE**:

1. Sweep all floors, mop where there are spillages or ground-in food. Henry Hoover is in gent's loo cupboard.
2. Equipment and furniture should be used, cleaned and then replaced to the same position it was found in i.e. chairs, tables, music centre and cupboards locked.
3. Check the EXIT INSTRUCTIONS on notice board.
4. Empty waste bins in toilets and kitchen into black/blue bins outside, especially the soiled nappy bin.
5. Wash and put away kitchen utensils, cutlery and plates etc.
6. Make sure **ALL** electrical equipment is off in the kitchen (i.e. cooker, hot water heater, dishwasher, kettle, fridges, chiller and microwave).
7. **SWITCH OFF** main hall heater from wall mounted control unit (behind dividing curtain).
8. **LEAVE** small wall heater in small hall set to **16 degrees in winter only** (control is wall mounted by the door entrance).
9. Close windows and check that front outer door is secured and shut.
10. Put away large tables in wheeled trolley and stack small tables on the left of fireplace.
11. Stack all folding blue chairs on right side to fireplace.
12. **SWITCH OFF** all lights, especially disabled toilet and large hall spotlights.
13. Sign the visitors book in kitchen.
14. **CLOSE** the kitchen and small hall doors (otherwise they trigger the alarm).
15. If it is dark outside, switch on the 3 minute outside lights switch to enable a safer exit.
16. Reset the **INTRUDER ALARM** by swiping the fob upwards on the pad. The intruder alarm will bleep so you must exit and lock the back door by pushing handle all the way up. Bleeping alarm ceases after 35 seconds.
17. Please **WAIT** until you can no longer hear the alarm.

> **IF the intruder alarm continues to bleep for longer than 35 seconds, it has NOT reset and you must re-enter the Reading Room and swipe to stop the alarm. Check that all windows and doors (including internal) are closed before re-swiping the key pad and exiting the external door. Please wait again to confirm the alarm has reset.**

18. If the alarm cannot be reset, don't panic, disable the alarm, exit the Reading Room and lock the side door. Contact your appointed trustee who will reset it.
19. Return keys to key safe.