

# Conditions of hire for Children's Centres

## Policy on hiring facilities

The BECC and PB1 Children's Centre are multi purpose buildings which can be used by many different groups. The users and hirers form an important role within the centre's commitment to working with local communities.

## Parking

Users should park in the designated areas. Please note that all vehicles left on the premises are at owner's risk, therefore damage to vehicles cannot be claimed. CCTV covers various areas of the sites.

## Access to the Children's centre

**Daytime** – The BECC will be open between 8am and 6pm Monday to Friday.

**Evening** – the Centre will be open and closed for you unless you are a key holder.

**Saturdays** – is available between 9am and 6pm and will be open and closed for you unless you are a key holder.  
All evening bookings must finish at 9.30pm.

## Use of own electrical equipment

If personal electrical equipment is used then it is your responsibility to ensure that it is in good condition and safe to use. If in doubt do not use.

## Code of conduct

All users are expected to treat other people and property with respect.

- Smoking is not allowed on the sites.
- Children must be supervised at all times.
- Please ensure equipment is treated with respect. (Any breakages will be charged to the individual groups)
- No persons are allowed to wander around the site and must stay in the vicinity of the agreed locations.
- Please leave the rooms as you find them.
- The Centres reserves the right to exclude any persons or groups found misbehaving or ignoring the Conditions of Hire.
- If you switch a light on, please switch off at end of session.
- If you unlock a door then lock on completion of the session.
- No removal of Children's Centre property.
- The speed limit on sites is 5mph and must be rigidly adhered to, as offending drivers will be asked to leave the site.
- Please note that the Centres are situated in residential areas and it is a requirement of the let that you leave the premises quietly.
- No photographs to be taken on the sites without prior approval.

## Hire charges

Please complete and submit your booking form duly signed.

- Payments for room hire can be made at Reception at The BECC or by telephone – cash and debit cards are accepted.
- Invoices can be raised on request.
- If you need to cancel a session we require as much notice as possible, ideally 7 days but at least 24 hours to avoid being charged for the booking. Emergency cancellations will be treated on an individual basis.
- All block bookings by groups must be renewed every year. New block bookings will be for an initial 3 month period.
- The minimum hiring period is one hour.

## Standard charge for all rooms:-

Community/Voluntary groups	£5 per room per hour
Statutory/Private groups	£10 per room per hour

## Equipment hire:-

Flipchart & pens	£2 per session
OHP & Screen	£2 per session
Projector & Screen	£5 per session

## Insurance

Groups and organisations are expected to have their own public liability insurance cover.

## Complaints procedure

In the first instance please refer any complaint verbally to the Children's Centre Administrator or the PB1 office..

## Health and safety

Hirers are responsible for ensuring that there is a safe environment for the hire activity to be carried out. However, if you have any concerns about anything these should be reported to the Children's Centre Administrator as soon as possible. In an emergency there is a First Aid kit available on all sites.

## Play area's including outside

Please check all areas to ensure that equipment is age/developmentally appropriate and that the areas are safe.

## Toilets

Young children must be supervised at all times, when visiting the toilet facilities.

## Accident on site

- The Centre may not have a First Aider on site at all times, please check.
- Treat accident yourself by administering First Aid as appropriate. If you need to summon the emergency services please ask Reception to call for you. Out of hours please use your own mobile phone.

## In the event of fire or emergency

- A continuous alarm (Ringing Bell) will sound and everybody must evacuate the building, assembling on the assembly area. See evacuation plan on the notice board in each room.
- The person in charge is to identify this area before commencing hire.
- Upon hearing the fire alarm (unless you can see you are in immediate danger)
- Close all doors behind you
- Evacuate the building from the nearest exit. If required available leader to take to assembly point
- Assemble in the assembly area
- Check that no-one is missing – leaders of groups to take clip-board with attendees to the assembly areas.
- Do not re-enter building until an authorised person gives you the all clear

## Discovery of a fire

- If you discover a fire, sound the alarm by breaking the nearest break glass alarm. Evacuate the building as detailed above
- Do not attempt to fight any fire as people are more important than buildings
- Out of hours when the Children's Centre Administrator is not available please use your own mobile phone to contact the Emergency Services directly.

## The Site addresses are:

**The BECC**  
Furzehill Road  
Borehamwood  
WD6 2FD  
☎ 020 8386 4038

**PB1**  
Chace Avenue  
Potters Bar  
EN6 5NP  
☎ 01707 658 547