

Room Hire Agreement

Purpose of Agreement:

To set and clarify the Terms and Conditions of Facility Hire between Kingsmeadow @ MadeForever (K@M4E) and the Hirer.

I understand and agree to the following rules of this "Room hire agreement".

A - GENERAL VALUES

The Hub is called **Kingsmeadow @ MadeForever Community Hub** and it is operated and managed by K@M4E. It is a multi-use building designed for safe use by organisations and individuals who intend on using it for community, leisure and business purposes. As such, K@M4E requires all users to accept this and have respect for each other's environment and right to use and enjoy the Hub's facilities.

This means that all users comply with certain rules for the use of the Hub and where the opportunity allows provide a positive contribution to the use of the Hub by others and the community as a whole.

This approach will be the guiding principle for the management and operation of the Hub as an inclusive, safe, and high standard facility when it comes to regulating the respective uses of the Hub, both at the time of use and when accepting bookings or arrangements for use in the future.

B - GENERAL RULES

Making Bookings –

If you wish to hire or the use the Hub, complete a booking form which is available at the Hub and on the website. The booking form should be returned to K@M4E.

K@M4E will make the final decision on bookings and the appropriate hire rate and inform the applicant when confirming the booking.

The contact person named on the Booking Form must inform K@M4E of any changes to the contact person for bookings. The named or subsequently nominated contact person must pass on the conditions of hire and booking arrangements to those who will be on site.

Rates –

Rates of hire may be increased with 30 days' notice. This will usually happen annually. If there is no other contractual arrangement for use in place, regular hirers will be invoiced as soon booking is confirmed. One-off bookings will be payable in advance. Charges are made per hour from the time access is required to set up to the time the area is cleared after use.

Block Bookings

Enquiries for regular use of K@M4E are encouraged to ensure service continuity. Block bookings in line with K@M4E priorities for serving the local community will receive priority.

Booking Times

The times approved for access and vacation of spaces hired must be strictly adhered to. Organisations or individuals making bookings must allow sufficient time for setting up, cleaning and clearing up after each session. Any changes to booked hours must be made with the K@M4E.

Cancellation Charges

Except in genuine emergencies, charges will be made for the full cost of the booking unless 7 days' notice of cancellation, in writing, is given to K@M4E. For cancellation of a block booking 30 days' notice must be given in writing and a charge will be made for the next booking occurring during the block of bookings being cancelled. Other exceptional circumstances can be discussed with K@M4E.

Occasionally, K@M4E may cancel a booking for a specific event (for example to undertake essential maintenance work). K@M4E will try to give 14 days' written notice and accommodate bookings in a different room wherever possible. K@M4E reserves the right to cancel bookings without notice if health and safety issues arise.

C - SPECIFIC RULES, REGULATIONS AND CONDITIONS OF USE/HIRE

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of their activities at all times including when the public and other users are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of their team and activities are met.

2. Health and Safety

Particular attention is drawn to the need to observe health and safety regulations.

You must:

- Read and follow the “K@M4E Health and Safety procedures”. See in appendix.
- Not block or lock any fire exits
- Be familiar with and comply with the evacuation procedures of K@M4E Hub
- Be familiar with and comply with the location of fire appliances and exits (fire drills will be undertaken from time to time and the Hub must be evacuated whenever the alarm sounds).
- If you have people with disabilities within your team, you are responsible and required to have a Personal Emergency Evacuation Plan (PEEP) for each person, who requires one. It is the Hirer's responsibility to ensure that people with disabilities within their group are provided with support and care required for their Health and Safety.

The Hirer is responsible for the health & safety of its team and activities undertaken.

- First Aid - First aid and body fluid cleaning kits are available on site. Please ask a member of staff for assistance.
- Accidents/Incident – All accidents/ Incident within your team must be recorded by the Hirer and a copy of the report given to k@M4E Facility Supervisor.
- Smoking – K@M4E Hub is a non-smoking premise. Smoking is not permitted at the access points to the Hub or in adjoining outdoor areas. This also applies to vapour and e-cigarettes.
- Electrical Appliances - You are responsible for looking after any electrical equipment used by your team. All electrical appliances at the Hub are checked annually. K@M4E don't hold any responsibility of any of your personal / electrical equipment's. All portable electrical equipment brought into the Hub that is over one year old must be certified as safe by a qualified electrician. An official sticker to confirm this should be affixed to the appliance.
- Set Up/Take Down - you are responsible for safely setting up and putting away chairs, tables and any other equipment. However, if for any reason you require help, please advise Facility Supervisor and we will endeavour to make other arrangements.
- Safeguarding children and vulnerable adults - Safeguarding is everyone's responsibility. K@M4E is committed to safeguarding and promoting the welfare of children, young people and adults. We take our responsibilities seriously and expect all people using the Hub to share this commitment and comply with all laws and directions of K@M4E in this respect.

You must comply with safeguarding responsibilities, policies and procedures. This could include:

- having a safeguarding and lone working policy and risk assessments
- implementing and monitoring safeguarding procedures
- undertaking DBS checks
- ensuring staff and volunteers have safeguarding training and are properly supervised

3. Use of the Hub

- Use of K@M4E Address – The Hirer must request permission to use K@M4E address on any official Business platform. Eg. websites, emails signatures, social media, Companies House, postal address

etc. Use of address may incur extra charge and must be displayed as follows: **“Kingsmeadow @ MadeForever Hub, Fisher Road, Kingswood, Bristol BS15 4RQ.”**

- Hub Use / Equipment – Rooms, furniture and equipment used must be taken care of, left clean, tidy and returned to appropriate storage in a suitable state for future use. K@M4E reserves the right to charge for cleaning and caretaking services where rooms are not left clean and tidy.
- Storage - There are limited storage facilities on site. K@M4E can NOT guarantee store to the hires. However, we will endeavour to accommodate storage request. K@M4E reserves the right to charge extra for storage. K@M4E cannot be held responsible for any loss or damage to equipment left at the Hub. Such items or equipment will be at the hirer's own risk.
- Damage – The Hirer have to pay for any damaged caused by any members of its team, or anyone relate to its activities. The Hire must ensure any damage is immediately reported to Facility Supervisor and recorded.
- Car Parking – Cars must be parked appropriately to ensure other Hub users can use the car park and all entrances are kept clear. Please leave the car park quietly as the Hub is situated in a residential area and adhere to the speed limits. K@M4E is not liable for any damaged or stolen property at the car park.
- Disturbance – The Hirer must not do anything or permit any of its team to do anything likely to cause any inconvenience or annoyance or to be nuisance in any way to visitors, or member of the public while visiting K@M4E or disturb any of activities or courses in the centre. In the event of any such incidence occurring, this must immediately be taken out of the premises and parties involved can only return when the situation has been addressed and calmed down.
- Drugs and Alcohol – *Drugs and alcohol* are NOT permitted on the premises.
- Animals - With the exception of assistance dogs, no animals are allowed in K@M4E Centre.
- Complaints and Compliments - Customer feedback is highly valued to help K@M4E provide the best possible services. Please send comments regarding the use of the Centre. We would like to know what improvements can be made if standards are lower than expected and if any aspects of the service are particularly high or valuable.

4. Equality and diversity

K@M4E believes in the dignity of all people and their right to respect and equality of opportunity. K@M4E values the strength that comes with difference and the positive contribution that diversity brings to the community.

K@M4E aims to eliminate prejudice and discrimination, and to promote good relations between different groups. We want our services, buildings and information to be fully accessible, recognising that certain individuals and groups of people can experience significant disadvantage in society, including:

- Black and Minority Ethnic communities
- Women (including pregnant women and nursing mothers)
- Disabled people
- Lesbian, gay, bisexual and transgendered people
- Older people, children and young people
- Religious and belief groups

5. Insurance and Indemnity

The hirer must have insurance up to £10million to cover their activity.

The Hirer shall be liable for:

- the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the gardening area or the contents of the premises
- all claims, losses, damages and costs made against or incurred by K@M4E management, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to

persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

- all claims, losses, damages and costs made against or incurred by K@M4E management, their employees, volunteers, agents or Centre Users as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

6. Rights

K@M4E reserves the right to:

- refuse any booking
- end the booking without notice, and without incurring any liability to the hirer, in the event of the hirer breaching any of the conditions of hire
- end the booking at any time by giving not less than 30 days' notice to the hirer.

7. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

8. AGREEMENT

The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the hire period.

Appendix: Health and Safety procedures for all Community Hub Users

Everyone who uses this premise is required to comply with K@M4E Health and Safety policy and procedures.
*CHU – Community Hub Users
1. All CHU are responsible for the Health & safety for their own groups of people, including carrying out their own risk assessment. In addition, all CHU must adhere to K@M4E's Covid-19 risk assessment and infection control measures.
2. CHU are responsible for safely using any equipment on site and must follow manufactures instructions. All CHU to report to Facility Supervisor any damaged/ faulty equipment or any other electrical hazard.
3. CHU know that they must stack/store tables & chairs and equipment carefully so that they do prevent injury. Trolleys are available to move heavy equipment.
4. All CHU MUST sanitise hands and sign the visitor's book upon arrival. Free standing and fixed sanitisers are in place at the main entrance and other locations around the Hub.
5. Avoid touch points like door handles, light switches and use sanitiser gel if in contact with touch points. Frequently wash hands for 20 seconds and avoid touching your face.
6. Please dispose tissues appropriately, when coughing and or sneezing. Used tissues must be bagged and put into a bin or pocketed and taken home for safe disposal.
7. Rooms/ sessions/ activities MUST be previously booked. This will help us to ensure that the space required is ready for use and enable us to control the number of people allowed in the Hub at any given time.
8. Ensure to adhere to max number allowed in each room.
9. Rooms surfaces are frequently cleaned. Ensure to leave furniture, tables & chair, and equipment clean and tidy for the next user.
10. All equipment must be returned to storage unit after use.
11. Littering is not permitted anywhere on the premise. Bins are provided to all Hub users.
12. All Community Hub Users MUST immediately clean any spill and report to Hub Office if anything is contaminated or toxic.
13. Only authorised personnel are allowed in the kitchen area.
14. Please DO NOT come to K@M4E Community Hub if you have or have been in contact with someone tested positive for Covid-19.
15. If you find out, you have COVID-19 after been to K@M4E Community Hub you should inform Hub Management straight away.
16. K@M4E is a non-smoking premise. Smoking is not permitted anywhere on the grounds. This also applies to vapour and e-cigarettes.
17. All users must not do anything likely to cause any inconvenience, annoyance or to be nuisance in any way to staff and all Hub users. Any anti-social behaviour or damage to K@M4E property will not be tolerate.
18. <i>Drugs and alcohol</i> are NOT permitted on the premises.
19. No animals are allowed in the Community Hub, except for assistance dogs only.
20. For Users who are permitted to be on site during K@M4E out of office hours, ensure to follow all opening and closing procedures as inducted by K@M4E staff. It is the responsibility of the user to ensure the security & safety of the premise, its contents and their group at all times while on site. The premise MUST be left clean and tidy.