

HARDINGSTONE PARISH ROOM USAGE POLICY 2021

Pages 2 & 3 to be given to users

Purpose: the Parish Room is provided by Hardingstone Parish Council as a place for community activities for the benefit of Hardingstone's residents. The Room will be available for non profit making community groups, statutory organisations and as otherwise determined by the Parish Council.

Local groups and organisations benefiting residents of the village may apply to the Parish Council (via the Clerk to the Parish Council) to use the room. Priority will be given as follows (this list is not exhaustive and local groups can apply to be added or removed):

First priority:

Parish Council meetings
Parish Council advisory and committee groups
Parish Council funded services

Second priority:

Friends of Hardingstone – a funder of the Parish Room
Hardingstone Neighbourhood Watch
Police surgeries or other statutory bodies
Uniformed youth groups for Hardingstone children

Third priority

Non profit making community groups from Hardingstone

Fourth Priority

Non profit making community groups from outside Hardingstone with Full Council approval.

Groups who will not be considered as suitable for using this facility free of charge:

- Any individual, group or organisation seeking to use the facility for financial gain or commercial purposes.
- Political party or political pressure groups (not including local MP or local Councillor surgeries)

The Parish Room is owned by HPC. The Village Hall is separately owned by HVHA.

Cost: Any group not in the priority categories will pay £15.00 per hour and must have liability insurance. The Parish Council will approve any price changes at the Annual Parish Council meeting in May.

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Terms & Conditions: The Parish Council will endeavor to provide a facility that is clean and tidy for all users and at a reasonable cost. In order to do this, the Terms & Conditions set out below must be adhered to by all who use the room. Any user who does not abide by them will incur extra charges for repairs, cleaning, or tidying of the Hall and grounds.

- 1) the maximum number of people who may occupy the room at any one time is 50 during normal times. This may be changed if government advice suggests that the number needs to be less. With regards to Covid 19 advice, the council will take government advice at the time.
- 2) the building is a no smoking venue – a designated smoking space outside the building has been set aside
- 3) all organisations, groups and associations are required to hold public liability insurance a copy of which must be lodged with the Clerk to the Parish Council
- 4) the use of amplified music/PA system is not permitted outside or inside the building
- 5) keys can be collected from the clerk and any payments made. Keys must be returned to the key holder as agreed .
- 6) all mains electrical equipment brought onto the premises by the user, or on behalf of the user (i.e. music players, laptop etc.) must be in good working condition and free from visual defects (such as exposed wires, loose plug covers etc) and we reserve the right to prevent any faulty equipment be it our own or belonging to persons leasing the room from being used
- 7) Please leave any feedback or comments in the comments book available in the kitchen There are sections for messages to HPC & also the cleaner– any urgent matters should also be reported to the Parish Clerk at the earliest opportunity (07709 523746)
- 8) bringing Fireworks into, or the ignition of Fireworks in the Parish Room or grounds, is expressly forbidden
- 9) **Consumption of Alcohol.** it is the responsibility of the User to have the necessary licence for the sale of alcohol in the Parish Room. This will normally be obtained by the Bar licensee. A copy of the licence must be given to the Parish Clerk before the keys are handed over.
- 10) all equipment used must be returned to the proper storage spaces after use.
- 11) the Parish Council reserves the right to refuse or terminate the booking at any time before the let commences
- 12) The Parish Council reserves the right to change these Terms & Conditions at any time at their discretion.

Users will:

- 1) ensure that they and their guests will if possible leave their cars at home and walk to the Parish Room. If this is not possible then park appropriately and under

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no circumstances allow the use of the Village Hall car park which is for Village Hall users only.

- 2) nominate a competent person to take charge in case of fire - ensure that all fire exit routes are clear AT ALL TIMES. In case of fire assemble on the designated area which is by the salt bin at the top of the path. The fire door is to be unlocked during use of the room and locked on leaving.
- 3) improper operation of the fire extinguishers will result in an automatic monetary charge to the user
- 4) please ensure that all appliances and lights are switched off, blinds pulled down, and all doors and windows are securely closed when you lock up the Room. Return keys to key holder
- 5) be responsible for any damage or loss to the building and the immediate surrounds.
- 6) respect those who live in the proximity of the Parish Room. Please be as quiet as possible when leaving, especially if it is late at night
- 7) note all bookings include use of kitchen and contents, however microwave, fridge, crockery etc. must be left clean. Floors to all areas must be swept and tidied after use. Toilets and sinks must be left clean and tidy as found
- 8) make sure tables are wiped over, chairs clean and returned to designated space. Chairs must be stacked to a maximum of 5 high.
- 9) ensure rubbish is removed and disposed of appropriately. Broken glass must be wrapped before disposal
- 10) A first aid box is available in the kitchen – please record all incidents, accidents in the book provided

Your use of the room means that you agree to abide by these terms and conditions.

We thank you for your co-operation and hope that you enjoy the use of our Parish Room.

Hardingstone Parish Council
Clerk to the Parish Council
Sally Willis

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