

Regular User Groups Conditions of Hire



Youth | Community | Arts

York House Centre (Stony Stratford)
YHC Office: 01908 563361

Last Updated: 29 July 2019

You (the Hirer / User Group Leader) are responsible for planning and controlling every aspect of your session. If there is a problem, you must take action and deal with it.

The **First Aid Kit** is located under the counter in the Bar Area of the **Main Hall**.

You **MUST** inform a member of York House Staff if you have used the **First Aid Kit** so that we can write it in the 'Incident Book' if needed and re-stock first aid consumables.

NOTE - If you are holding a LICENSABLE EVENT (an event open to the public for which you are selling tickets or a public or private event where alcohol is being sold) you must inform the York House Office as there is additional paperwork to complete – this is a LEGAL REQUIREMENT

ALL GROUP SESSIONS must adhere to the following CONDITIONS OF HIRE:

- **Smoking or vaping is not permitted anywhere inside the building - no exceptions**

There are cigarette bins by the front and back doors
Please be mindful of other users/open doors if you are smoking and dispose of cigarette ends and associated rubbish responsibly



- **Illegal substances** must not be brought onto or used anywhere on the premises, including the grounds
- **All group members must act responsibly** and show respect for themselves, other people, our neighbours, the building, its grounds and equipment.
- You or your group members **must NOT interfere with or misuse any kind of Safety Equipment**, particularly the Fire Extinguishers and Fire Alarm Break Glass Points. Any damage or tampering will result in an additional charge to your group
- You or your group members **must NOT block fire doors or other exits and illuminated fire exit signs must not be obscured in any way.** Familiarise yourself with fire exits and the location of fire fighting equipment etc - there is a notice in every room detailing the **fire escape route** and the location of **fire assembly points**.
- **Fire Evacuation Drills** – by law we have to hold at least one unannounced fire evacuation drill per annum. If your group is in the building during a fire evacuation drill please calmly leave the building and go to the fire assembly points. York House Staff will be in attendance to check the building is fully evacuated before re-setting the fire alarm and allowing your session to continue. Group Leaders should make their group members aware that there may be occasional unannounced fire evacuation drills.
- **PLEASE NOTE** – *all sessions must be supervised at all times by at least one responsible adult aged 21 years or older*
- **You are only permitted to use the room/s you have hired at the time/s agreed PLUS the Kitchen and Toilets (which are communal areas).** Access at other times (e.g. to storage areas) must be agreed by the YHC Office

- **You shall not sub-let or share the premises** (or any part thereof) or pass your key/s to any other party. Keys should *not* be labelled 'York House Centre' in case of loss or theft
- **You will need to set out the room/s hired** in the way that you want and put everything back at the end of your session.
- If you are putting up posters, decorations etc please use the hooks provided or use white-tac on the pillars, woodwork or acrylic wall protectors. **DO NOT** use white-tac on the grey painted walls as it marks them, **DO NOT** use sellotape on any surface as it removes paint
- **Additional tables and chairs** can be found in the **Furniture Store** on the ground floor, please return any additional furniture at the end of your session
- **Stepladder** – if you need to use a stepladder there is one situated in the Furniture Store. Ladders are for adult use only and you **MUST** read the health & safety 'Safe Use of Ladders' poster on the wall before using the ladder
- **Spills** – please make sure any spills on the floor (including the stairs) are cleaned up quickly to avoid slipping accidents. Paper towel is provided in the servery and kitchen and there is a mop and bucket outside the Gents Toilets for larger spills
- Your use of York House Centre and its grounds must not lead to any **complaints from our neighbours**

***Insurance** – York House Centre has full Third Party Public and Product Liability Insurance up to £5m and Employer's Liability Insurance up to £10m. However, it is important to realise that our insurance only protects York House users and user groups if the group or event is arranged and run by, or under the direct supervision of, York House Centre, its employees or trustees. Our insurance does not cover you for any loss or damage that you might cause to your guests, other building users or to the general public. To be fully covered, you need to have your own insurance. We advise you to consult a reputable Insurance Broker about the options available.*

- You or your entertainers/caterers **must NOT use any kind of smoke machine, dry ice, sparklers or large candles** (tea-lights are fine) as they always set off the fire alarm. **Hot water urns** should be supervised as excessive steam will also set off the fire alarm, be mindful of any vulnerable users in the building. If portable heaters are required, please use the heaters provided by York House Centre (which are PAT Tested annually), turn off after use
- **Music noise** must be kept down to a reasonable level throughout your session, be mindful of other users of the building
- **FIREWORKS & CHINESE LANTERNS** are **NOT** to be used within the boundaries of the York House premises, including in the car park and gardens
- **OUTSIDE SPACES & EVENTS** – use of the outside spaces must be discussed with the York House Staff to check that your activities adhere to our licensing conditions
- *Our Main Hall is fitted with a **NOISE LIMITER** which will control the volume of noise, particularly from musical instruments or equipment.*

*Excessive noise will result in the noise limiter cutting the power supply. If the power supply is cut you must turn off equipment, press the **RE-SET BUTTON** and then resume your activities at a lower noise level. The noise limiter has an **ANTI-TAMPER DEVICE**. Any damage or tampering to the noise limiter will result in an additional charge to your group*

- If music is playing or there are other noisy activities, **doors and windows must be kept closed at all times**
- **All music and other noise must finish promptly** at :
 - **11.00pm** Monday to Saturday *inc.*
 - **10.00pm** Sundays
- **Parking** – park within the **marked bays only** in the **front car park**. Be mindful that there is often more than one group using the building at the same time and park considerately:-
 - **no ‘double-parking’ or ‘blocking in’ of other vehicles**
 - **no parking on double yellow lines**
 - **no blocking of the cross-hatched area in front of the side access lane (constant access needed for the emergency services and for loading/unloading)**
 - **no parking on the grassed areas**
 - the off-set parking spaces closest to the entrance are privately owned by 43 London Road. Do not use or obstruct them
 - **2 disabled access spaces** are provided near the front door for those **displaying a valid blue badge**
- Vehicular access to the rear of the building and our rear grounds is controlled via a locked gate – access must be kept clear at all times for the emergency services. Please ensure that none of your group members tamper with or park in front of the barrier
- If you require access to the rear of the building for loading or due to mobility issues, please contact the YHC Office in advance and we will issue you with a key and instructions
- If the car park is full there is additional free parking available in the Hawkins Close public car park, a short distance further down London Road towards the town (by the old Working Men’s Club) plus limited legal parking on London Road - please park responsibly
- All car parking is at the owner’s risk and York House will take no responsibility for theft or damage
- **All recycling and rubbish** must be kept separate and put into the correct bins. **All traces of alcohol consumption (e.g. empty bottles and cans) should be removed from the building** at the end of your session and placed in the correct recycling bins

AT THE END OF YOUR SESSION....

- You must **leave the room you are using as you found it**, wipe the tables and sweep/vacuum the floor if necessary (you will find a dustpan & brush and a vacuum on the ground floor under the stairs and cloths in the Kitchen)
- **Communal areas** – hire of any room includes use of the communal kitchen on the ground floor. Be mindful of other user groups who might want to use the kitchen during your session and tidy up your own mess (wipe surfaces, wash up or put mugs etc in the dishwasher)
- **Refreshments** – you should provide your own tea/coffee/sugar/milk for your group members (the supplies in the kitchen are for York House Staff and our visitors)

- **Toilets** – if your group members include young people or vulnerable adults please check the toilets at the end of your session. Any major issues must be reported immediately so that they can be dealt with for the comfort of all users – outside of YHC Office hours please call the emergency number provided
- **Security** – most User Groups have their own keys, either for the front or back door. Outside of YHC Office hours, **you are responsible for turning off the lights and locking the door you entered via.** If you are the last group out at the end of the day or evening session you must turn off the lights for the communal areas too. Main Hall users should close and lock the shutters on the French windows.

ADDITIONAL INFORMATION:

- The Directors/Trustees retain the right, from time to time, upon consultation with the hirer, to use the premises for its own priority aims and objectives, for public services (e.g. elections, emergency rest centre) or for building work/essential repairs and maintenance. Every effort will be made to give advance warning of any changes to the agreed session times/rooms.
- The Directors/Trustees retain the right to cancel the contract of hiring at any time, at their discretion
- We recommend that groups should have their own ‘Safeguarding’ and ‘Equalities’ policies as well as carrying out a Risk Assessment for your regular activities. Useful template documents can be downloaded from the Community Action: MK website:-

<https://communityactionmk.org/for-charities/info/>

- York House Centre has its own website (www.york-house.org.uk), Facebook Group and Facebook Page which can be used to advertise clubs/classes/workshops/events taking place in the building, you can also put posters up on the notice boards around the building

**In EMERGENCY ONLY contact a member of the
York House Team on 07948 390323**