


The Space - Conditions of Hire



As a Charity run mostly by Volunteers, we hope you appreciate that your use of 'The Space' involves **trust** to ensure that the room and equipment remain in a useable condition for all.

Please note the following:-

- If you need to **cancel** your session we require **24 hours notice** or you will be charged. Please phone the YHC Office on 563361 and leave a message
- **Smoking or vaping is not permitted in 'The Space'** or anywhere inside York House Centre - no exceptions 
- **Illegal substances** must not be brought onto or used anywhere on the premises, including the grounds
- **All users must act responsibly** and show respect for themselves, other people, our neighbours, the building, its grounds and equipment
- If music is being played, both the **external and internal doors** must be kept closed to ensure full soundproofing at all times
- If you have your own key you must look after it and make sure it is not marked 'York House Centre' or 'The Space'
- If you find that any of the equipment is missing or broken please phone the YHC Office on 01908 563361 and leave a message OR write a note and put it in the black letter box on the wall
- The water in the tap in the toilet is **NOT DRINKING WATER**. Bottles of drinking water are provided for your convenience - do not remove them from the building or throw them away.
- You **must NOT interfere with or misuse any kind of Safety Equipment**, particularly the Fire Extinguishers and Fire Alarm Break Glass Points

At the end of your session:-

- Make sure that all equipment is **turned off** (apart from the fridge) and returned to its correct place
- Make sure all your rubbish and recycling are put in the correct bins
- Make sure that the toilet is left in a reasonable condition
- Please put your payment in the envelopes provided and put it in the black letter box on the wall (fill out details of who you are and the times you rehearsed)
- Make sure all **lights are turned off** and you have **locked the door** (bottom lock) and lock the left-hand access gate

Please leave quietly to avoid any complaints from our neighbours

In EMERGENCY ONLY you can contact a member of the YHC Staff on 07948 390323