‘TERMS OF USE’ RELATING TO HIRE OF THE COMMUNITY CENTRE

1) All Hirers/Users of Flackwell Heath Community Centre must ensure that the following actions have been completed when vacating the building at the end of their Period of Hire.

MAIN HALL
a) All Curtains must be CLOSED and all windows CLOSED.
b) Both Emergency Exit Doors must be securely CLOSED.
c) If individual heaters have been temporarily turned OFF they must be turned back ON.
d) The door to the stage to be CLOSED.
e) All hall lights must be turned OFF, including those on the Stage and in the Stairwells.
f) Any furniture moved is to be replaced where originally found and safety straps to be used around stackable tables and chairs.
g) The door from the Lobby to be CLOSED on exit.

SARNEY ROOM
a) All Curtains must be OPEN and all windows CLOSED.
b) The Emergency Exit Door to be securely CLOSED. You MUST NOT exit from this door unless in an emergency.
c) If you turned down the radiators, turn them back on.
d) Lights to be turned OFF.
e) Furniture must be stored as found, tables as shown in photos on underside of the tables.
f) The door from the Lobby to be CLOSED and LOCKED on exit.

KITCHEN
a) All water taps SHUT; all appliances turned OFF and unplugged where appropriate, especially gas knobs on oven.
b) The door to the stage to be CLOSED.
c) Lights to be turned OFF.
d) The door from the Lobby to be CLOSED.

TOILETS (LADIES AND GENTS)
a) All windows securely CLOSED and cubicles EMPTY.
b) All taps SHUT.
c) Lights to be turned off.
d) Doors from the Lobby to be CLOSED.

LOBBY AND PORCH
a) Check that the doors to Sarney Room and Store Room are locked.
b) All lobby lights turned OFF
c) Both inner front doors to be BOLTED and LOCKED on leaving.
d) Porch light to be turned off
e) Front door to be secured, BOLTED and LOCKED (lower lock) on finally leaving the premises. The top lock will be done by security.

2) The Hirer is solely responsible for all their own waste. This must be removed from the building AND the grounds of the Community Centre. IF YOU DO NOT REMOVE YOUR WASTE, THIS WILL RESULT IN THE LOSS OF YOUR HIRING BOND.

3) The premises must be left in a clean and tidy condition. Any losses, breakages, damage or additional cleaning required will be charged for, and costs deducted from any Hall Hire Bond.

4) Keys are obtained from ‘Express DVD and Off-Licence’. You will need to sign keys out and in. Each hirer is responsible for returning the keys at the end of their hire period. Keys must not be handed on to another person, e.g., the next hirer. If the hire period ends after the DVD shop shuts, the keys should be placed in the locked letter box outside the A1 taxi office next to Express DVD.

5) The Centre is only available for the hours that you have booked – this must include any setting-up and clearing away time. Should you exceed your event allotted time (e.g. resulting in security company call out charges), THIS WILL RESULT IN THE LOSS OF YOUR HIRING BOND.

6) The following are **not** allowed anywhere on site, **including the grounds around the centre**:

- Confetti.
- Fireworks.
- Naked flames of any kind, including barbecues and heaters.
- Smoking.

7) Animals, except guide/assistance dogs, are not allowed onsite without prior written permission from FHCA.

8) If you use such things as helium-filled balloons and any 'escape', your Hiring Bond will be withheld until such time as any escaped balloon(s) have [all] been retrieved. We have had instances where helium-filled balloons have triggered the alarm, resulting in a call-out charge, which will be deducted from the Hiring Bond should it occur.

Please ensure that all those who are responsible for the use of the Centre are aware of these Terms of Use.

These Terms of Use may change from time to time. The Terms of Use that apply to hiring the hall will be those prevailing at the time of hire.

Thank you for your co-operation.

The Management Committee
(Revision Date: June 2022)