



Terms and Conditions of Use of Building

This document has been put together to clarify your responsibilities as a key holder and user of our premises. If you book to use our Youth Rooms, Downstairs Office or Meeting Room, you are agreeing to abide by these terms and conditions.

Hithin Youth Trust (HYT) has put together these Terms and Conditions to help the building run smoothly. It is the responsibility of all groups to abide by these conditions to help with the running of the building so that we can continue to offer this free space.

Please remember that we are a charity and can only offer free space if everyone respects the use of the building. Any additional money that we have to spend on the building due to carelessness or lack of respect from user groups will result in less money available for us to distribute in grants to young people in our area. If everyone does their bit to keep the building as neat and tidy as possible then we will be able to continue to offer this space and give as much as possible to young people in our area.

If you make a booking with us to use our rooms, it is your responsibility to contact the office well in advance to make sure you have arranged to collect the keys in plenty of time for your meeting or activity. We usually recommend at least a week in advance and longer in the school holidays. We do not chase bookings to make sure you have keys.

1. As a Key Holder, you are listed as the Leader of your group and should take responsibility to familiarise yourself with the conditions and your responsibilities in our Safeguarding Policy, Health and Safety Policy and Fire Action Plan.
2. The Meeting Room upstairs is suitable for up to 20 people – adults only are allowed upstairs. The Downstairs Office is suitable for up to 4 people. The Youth Rooms downstairs are suitable for up to 30 people.
2. The building is to be left clean and tidy and in a suitable condition for the next user. *Downstairs there is a Hoover and other cleaning items available in the cupboard in the kitchen. Upstairs there is a Hoover in the cupboard in the cloakroom off the main landing.*
3. Please turn off all lights and shut all doors when you have finished.
4. The premises should be locked and the alarm activated when leaving. If there are other people in the same part of building when you leave, you must let them know that you are leaving and they will need to lock up. It is still your responsibility to check the area that you have used. If you are downstairs it is always worth checking the patio doors even if you did not open them - they should be properly locked before leaving. Upstairs and downstairs have a separate alarm system so you only need to concern yourself with the area that you are using. If you are downstairs you must be aware that someone could be using the office or the main room.

5. No smoking. No alcohol. No unlawful substances. No weapons allowed.
6. No unaccompanied children allowed in the Office – *the PC and printer are intended for use by Leaders of the user groups to provide information and do planning of activities. There is access to the internet, but we ask that nothing is downloaded onto the PC. If you are using your own documents to update or work on, please use a memory stick. Please be aware of the high cost of printing and print only when necessary.*
7. Nappies must not be left in the bins in the building. They must be placed in the grey bins in the car park.
8. There are bins in the building for your use, but please place excessive rubbish in the grey bins at the top of the drive. If you have more than a couple of bags of rubbish, please take them away with you. We pay for our bins to be collected and they are for the use of all users.
9. No sleeping on the premises.
10. No use of rooms after 10 pm.
11. No sharing with another group or organisation or subletting.
12. No offensive advertising.
13. No auctions / sales to take place.
14. No religious or quasi-religious ceremony to take place. No political or quasi-political meetings to take place.
15. Each user group to provide their own insurance against their own liabilities.
16. HYT cannot be responsible for items stored or left on the premises. *Whilst we are happy to provide storage space (if available) we cannot take responsibility for any items stored here. It is important that you have your own insurance.*
17. Any items stored on the premises should be clearly labelled with the user group name.
18. Car Parking – due to limited space in the car park you may need to ask your attendees to park in the nearby pay and display Woodside Car Park and walk round to the building. If there is space in the car park, users of the downstairs Youth Rooms may park here but we MUST have access for emergency vehicles.
Users of the Downstairs Office and the Meeting Room will need to ask their attendees to use Woodside Car Park.
It is your responsibility to inform your users of the car park rules – displayed on the notice board in the hall.
Users are NOT allowed to park in the Church Car Park and should only access our car park via the entrance on Walsworth Road in front of our building. Our agreement with the Church states that we must not drive past the front of the church or use their other entrances.
Anyone parking in our car park does so at their own risk, we cannot take responsibility for any damage to vehicles whilst parked here.
19. In the event of misuse of the premises: HYT reserves the right to prohibit re-use of the premises.

20. HYT reserve the right to reject any application.
21. The Kitchen Sink is only to be used to wash food and drink items. *Downstairs there is a sink in the Annex for cleaning art materials and other dirty items.*
22. You have use of the kitchen facilities but please make sure that you unplug the kettle and urn when you have finished and leave the sink area clean and tidy. All items should be washed and put away after use. Upstairs we have a dishwasher which you are welcome to use – the dishwasher tablets are in the cupboard to the right of the fridge. Due to the timings of the different groups that use the building, you may need to unload the dishwasher to use our mugs. If you choose not to use the dishwasher and hand wash any crockery used, please make sure you dry it and put it away ready for the next user.
23. Incidents – please report any accident, breakage or incident in the ‘incident book’ in the folder in the hall and email the office to inform us. Email: info@hitchinyouthtrust.co.uk
24. No excessive noise with music from inside the premises or excessively loud talking or shouting inside the building or in the adjoining garden or grounds. *Consideration must be given to neighbours of the property.*
25. Each group needs to have read and understood our Fire Action Plan and be aware of our fire evacuation procedure. As a Key Holder/user of our building you are also a Fire Marshall and will need an accurate log of who attends your meeting and that all attendees know how to evacuate the building in case of a fire.
26. All groups should familiarise themselves with location and operation, if necessary, of fire safety equipment.
27. All portable electrical appliances used on the premises must have been PAT tested and labelled. *The office organises this annually and we are happy to include your items. An email prior to this taking place will be sent out and it is your responsibility to make sure that you make these items available for testing at this time. Outside the annual testing, you will need to arrange for this to be done prior to using your own electrical items on site.*
28. It is your responsibility to make sure your bookings are kept up to date and that the office have up-to-date contact details.
29. Children must be supervised at **all** times inside the building (or when they are using the back garden) and there should be **no activity** at the front of the building.
30. You must have a suitable Safe Guarding of Children and Vulnerable Persons Policy in place and DBS checks where necessary. You must have read our Safeguarding Policy and agree to your responsibilities.
31. You must have read and understood our Health and Safety Policy and agree to your responsibilities.