



COMMUNITY CENTRE

**HILLS ROAD
CAMBRIDGE
CB2 8RN**

GENERAL INFORMATION AND CONDITIONS OF HIRE

April 2021

(Please keep this booklet for future reference)

General Information and Conditions of Hire for rooms at St John's Community Centre

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General Information and Conditions of Hire for rooms at St John's Community Centre

PLEASE NOTE THAT DURING COVID-19 RESTRICTIONS, A COVID-19 GUIDE FOR HIRERS WILL SHOW CONDITIONS THAT VARY FROM THOSE LISTED BELOW. THE COVID-19 RESTRICTIONS TAKE PRECEDENCE WHILE RESTRICTIONS ARE IN PLACE.

General information

- All room hire bookings are processed in order of receipt.
- All equipment needed should be requested at the time of booking and will be available on a first come first served basis.
- Payment is required in advance of the booked sessions.
- There are no additional charges under normal conditions for the use of the equipment offered.

Room hire *Please see room layouts on the back cover*

All applications for hiring any of the rooms at St John's Community Centre should be submitted to the Parish Administrator using the St John's '**Booking Request Form**'.

Enquiries can be made by:

- Phone - 07720136809
- Email - stjecambridge@gmail.com
- Post - St John's Centre, Hills Road, Cambridge, CB2 8RN

A 'Booking Request Form' will be supplied, on which all requirements can be listed.

Please note:

- booking times must include any 'setting up' and 'clearing up' time
- requests can be made for the provision of any of the equipment listed on page 4

St John's Centre does not hold an Alcohol Licence.

Hirers wishing to bring alcohol to meetings or events should contact us so that the appropriate forms can be supplied for completion. It may be necessary to apply to Cambridge City Council for a '**Temporary Event Notice**'.

When completing a booking form, please give details of two contacts, (including telephone numbers and email addresses), who can be contacted should the need arise.

Please note, completion and submission of a Booking Request Form does not confirm a booking. All room hire bookings are processed in order of receipt.

A confirmation of booking will be provided (or advice that the dates requested are not available) as soon as possible.

Acoustic dividing screen

If the acoustic dividing screen is needed in the Wilkinson Room, please request it when booking the room, or give ample notice, and the Caretaker will operate it – **hirers must not attempt to move this screen.**

Cancellation (by the Hirer)

Cancellation of room hire must always be confirmed by email or in writing, other than in exceptional circumstances. If the Hirer needs to cancel a booking at short notice please telephone the Caretaker on 07720136809. The booking fee may be refunded if notice of cancellation of **ONE MONTH** is given by the Hirer.

Cancellation (by the Church)

In certain exceptional circumstances the Church may need to use rooms when they have been booked in advance (for example when the Wilkinson Room is required as a Polling Station). Should such an occasion arise the Church reserves the right to cancel a booking by giving the Hirer advance notice of **usually not less than ONE MONTH, in which case the booking fee will be refunded.** However, if a 'snap election' is called, this may not be possible, but as much notice as possible will be given.

Caretaker

The Caretaker is responsible for setting out the room and supplying the equipment requested on booking forms. **Changes to requirements, requested by the Hirer at short notice, are not guaranteed.**

The Caretaker may meet and brief Hirers at the time arranged for the commencement of the booking. Cleaning equipment is provided, to enable hirers to leave the hired room and furnishings as found. At the end of each hire period the Caretaker will check the room before locking up.

Please report any damage, breakages or any other comments about the room to the Caretaker or leave a note with details.

(Note – In cases where groups fail to arrive on time, the Caretaker will stay for 15 minutes after the booked starting time of the session. The rooms will then be re-locked.)

Car parking

Limited off-road car parking is available, for no additional charge. However, this cannot be guaranteed as other hirers of the Community Rooms or those using the Church may affect availability.

Parking is at the owner's risk. Please park thoughtfully within the white marked parking bays.

It is essential that the emergency services can gain access at all times.

There are clearly marked Accessible parking bays which are **only** for the use of drivers displaying a blue disabled persons parking badge.

Note: The car park will be locked overnight. Please remove all vehicles as quickly as possible after meetings/events have finished and no later than 20 minutes after the hire period ends.

Cycle racks

Cycle racks are provided at the front of the Church, near the Blinco Grove car park entrance and at the entrance to the Cloister Garden. Hirers and Church members should use these and not fasten or lean cycles on the buildings.

Cleaning

The Caretaker cleans the Community Rooms on a regular basis. However, it is the responsibility of any Room User, Hirer or their representative to leave the room as it was found, including the surfaces of tables - particularly if they have been used for art and craft work. Please use the cleaning equipment provided. Any exceptional cleaning necessary after the period of hire will be charged to the Hirer.

Equipment available

Please indicate on the back of the Booking Request Form your requirements. e.g. size of tables and number required. These will be confirmed (or not) on the confirmation letter you receive.

	<u>Item</u>	<u>L</u>	<u>W</u>	<u>H</u>	<u>Number</u>
Wilkinson room	Stackable chairs				100
Gray room	Stackable chairs				23
	Tables long / high	72"	27.5"	24"	5
	Tables medium / high	60"	27.5"	24"	1
	Tables long / low	72"	23"	30"	4
	Tables small	36"	27.5"	24"	10
	Projector stand				1
Wilkinson room	Fixed Projection Screen				2
<i>General use</i>	Portable Projection Screen				1
<i>General use</i>	White board / flip chart stand				1
<i>General use</i>	Fixed white board (Gray room)				1
	Only use non-permanent whiteboard markers				
<i>General use</i>	Acoustic Dividing screen/Wilkinson room divider				1
	Radio Microphone (Wilkinson room only)				1
	Wilkinson room* or Gray room* loop system				

*** Both rooms cannot have loop system operating at the same time.**

Screens

There are two white screens in the Wilkinson room, one at each end. **Please do not operate them.** If use of a screen for each of a series of bookings is required, please book it on the Booking Request Form. For a one-off use please contact the Caretaker (07720136809) who will make sure the screen is available. There is also a portable screen; if this is required please contact the Caretaker as above.

Electrical equipment

All portable electrical equipment at St. John's Church is PAT tested (Portable Appliance Test) either internally or alternate years by an external contractor, who affixes a dated label to the equipment.

It is a requirement that electrical equipment brought on site for use in the Community Rooms or Church should meet current safety standards. All such equipment is required to have been PAT tested within a period of 12 months and prior to its use in the Centre or Church, with a 'sticker' attached confirming the PAT testing.

St. John's Church reserves the right to:

- (a) check any electrical equipment brought on to the site by any hirer
- (b) prevent the hirer from using the equipment in the Centre or Church, if a member of church staff considers that it does not meet the required safety standards.

In all cases the hirer is responsible for their own electrical equipment and any damage or injury caused as a result of the use of such equipment. Electrical equipment brought on site by hirers should be removed at the end of the period of hire.

Emergencies

Fire etc

The Assembly Point is on the lawn in front of the church.

All hirers should ensure they, and all members of their group, are familiar with the 'Means of Escape' which are signed in the usual way.

When Church staff are not present on site, the room user / hirer, or their representative, is responsible for leading the evacuation of the building, in the event of an emergency – for example should the smoke or heat alarms sound. Hirers must call the emergency services if this is deemed necessary and report the situation to one of the following, starting at the top of the list:

Caretaker (Michael Fincham)	07720136809
Churchwarden (Peter Tavner)	01223 842226
Vicar (Revd James Shakespeare)	01223 241815

Where appropriate and if it is considered safe to do so, operate the **Fire Bell in the Entrance Lobby.**

It is strongly recommended that the Hirer and at least one other member of the group have access to a mobile phone.

Please note – *these phone numbers are for use in an Emergency.*

Fire – Smoke / Heat Alarms

The fire alarms (6 smoke alarms & 1 heat alarm) are linked to one another by wireless signals, so in the event of a fire occurring in the kitchen or elsewhere, including the Church, the alarms will sound throughout the Centre area. In the event of the alarms sounding, the Centre should be vacated immediately until the cause is established and the building made safe.

The Assembly Point is on the lawn in front of the church.

See also **Emergencies** section (*above*)

First Aid

First Aid boxes are provided in the two kitchen areas (upstairs and downstairs) and also in the lobby area by the toilets. They are located by the regulation *green first aid signs –blue in the kitchen.*

Please complete the YELLOW accident book (as directed by the notes attached), which can be found with the first aid box in the toilet lobby. (This is a statutory requirement).

A Defibrillator is located in a green cabinet in the Entrance Lobby. (The door of the cabinet is alarmed; it can be turned off by using the white switch located in the top right-hand corner of the cabinet.)

Health & Safety

St John's operates a Health & Safety policy, and this is reflected in the various sections of this booklet. Please see the St John's website at <https://www.stjohntheevangelistcambridge.org/home-page/policies/> for further details.

Utilities for Community rooms area

Isolating switches / controls for ELECTRICITY, GAS and WATER are in the far end of the Wilkinson room store (next to the serving hatch).

Please do not block this area

Kitchens

Please book your requirements when booking the room

Hire of the rooms entitles the user to access the kitchen facilities on the appropriate. There is a permanent hot water dispenser in the kitchen for making hot drinks. It needs to be switched on at the wall 30 minutes before use.

Tea / coffee making must be confined to the kitchen areas and not re-located into the rooms.

The kitchen must be vacated by the end of the period of hire with all crockery and cutlery etc. **washed, dried and put away.**

Full instructions for the **dishwasher** are provided - **please follow them carefully.** It requires:

- that you check that it is switching on at the wall (as well as on the machine)
- switching on 30 minutes before use to allow the water reservoir to heat up

All food and drink etc. brought in must be taken away at the end of the hire period. There is no provision for items to be stored in the kitchen.

If any breakages occur, please note them in the '**Breakages book**' (*There is one in each of the two kitchens – upstairs and downstairs*).

Please inform the Caretaker at the handover at the end of the booked session.

Please note:

- a. Handwash is provided in the kitchens.
- b. To meet Health & Safety criteria please note the Church does not supply tea towels. Hirers need to bring tea towels and take them away after the hire session.
- c. **A guidance document regarding the use of the kitchen facilities in the Wilkinson Room will be issued to all those paying the additional charge of £35.**
- d. Storage of food and drink in the kitchen or refrigerator is only permitted for each period of hire. Any left-over items must be removed when the room is vacated.
- e. Please use the green bin for organic waste, the blue bin for recycling and the black bin for other waste.

Loop System

The Wilkinson Room, Gray room and Church all have a loop system installed. If required by the hirer, this will need to be approved at the time of booking the room. Please note that the Wilkinson and Gray rooms cannot have the loop system operating at the same time.

St. John's will be responsible for its setting up, and in the case of the Church, for its operation.

Free Wi-Fi is available. Please select BT_Guest_Wi-Fi when selecting from available networks. This operates within the Centre. For church-wide Wi-Fi please ask for details.

Lost property

Items found will be taken to the Parish Office, from where they can be collected during office hours.

Items will be kept for three months and then disposed of.

Contact (non-emergency)

Please send an email to stjecambridge@gmail.com, or contact the Caretaker on 07720136809.

St. John's should not be used as a post-box for groups' mail. The Church cannot be responsible for passing the letters etc on. Post will be returned to the sender.

Parties

It is possible to hire the Wilkinson room for Children's (under 12) and family parties. Please contact the us to discuss your requirements.

Toilet facilities

Wilkinson room area

- One disabled toilet
*The bin for nappy/incontinence pads is located in this toilet.
Please put nappies in nappy bags.*
- One family toilet with baby changing unit
This toilet also has a feminine hygiene unit.
- One standard toilet

Handwash and paper hand towels are provided (used towels must be put in the grey pedal bins).

Gray room (first floor)

- One standard toilet with baby changing unit - *hygiene units see above.*

St John's Centre - Conditions of Hire

The Hirer shall not:

- a. Use the room for any purpose other than the purpose specified on the booking form.
- b. Use the room or permit it to be used for any political, illegal or inappropriate purpose.
- c. Use or permit the use of amplified music in the room.
- d. Permit the use of any 'naked flames' in the Centre.
- e. Permit smoking - St. John's operates a no smoking policy (including e - cigarettes) in all areas within the site. This includes the grounds.
- f. Attach posters, pictures or other items to the walls of the rooms.
- g. Permit any act which might invalidate or affect the insurance of the premises.
- h. Change or alter the settings on the boilers or the radiators in the rooms.
- i. Sit on the radiators.
- j. Operate or move the acoustic dividing screen in the Wilkinson Room.
- k. Play or operate any musical instrument (belonging to the Church) in the Wilkinson Room or Church, without prior permission.

The Hirer shall:

- a. Schedule meetings/events to end by 21.45 and vacate the room and car park promptly at the end of the period of hire – and in any event by 22:00.
- b. Be responsible throughout the period of hire for the conduct and behaviour of people in the room and the safety of users.
- c. Be present throughout the period of hire and ensure that a representative of the Hirer remains present until the end of the period of hire and/or the arrival of the Church's representative to secure the room.
- d. Report any damage/breakages (*however slight*) to the church representative, before vacating the room.
- e. **Wilkinson room only:** If the room should be vacated before the expiry of the requested period of hire, hirers must check that:
 - all windows are closed
 - the side doors to the cloister courtyard are locked
 - the door to the side passage is locked

- the catch has been dropped on the Yale lock on the door to Entrance Lobby.

Please note that the side doors are locked (to prevent access from the outside) by turning the ‘snib’ (or ‘turn buckle’) to the right. Please do not then ‘test’ that the door is locked as this will open it again!

- f. If there is any damage / breakage please report it to the Caretaker at the handover at the end of the hire period. In the case of morning bookings, please leave a note. If, in exceptional circumstances, you are unable to report the damage/breakage in person, please leave a note.
- g. Be responsible for the supervision of the room, the fabric and contents and their care and safety from damage, however slight.
- h. Leave the room clean and tidy.
- i. Comply with all fire regulations affecting the room and not block any fire exits.
See section on Emergencies (page 5) for information should it be necessary to vacate the building.
- j. Indemnify the Church for the cost of repair and damage done to the room or any part of the community room or contents, which may occur during the period of hiring.
- k. Be aware of any disabled persons using the hired facilities and assist them as necessary.
- l. Familiarise themselves with the exits in the event of an emergency. The automatic doors will open automatically when the emergency break glass button in the Entrance Lobby is activated.
- m. To meet Health and Safety regulations and due to very limited storage space, any items brought in for use during the session should be removed, even if used regularly.

It is agreed that:

- a. The Church and its members and employees shall not be liable or responsible for any injury or the death of any person or loss or damage to any property howsoever arising.

The Church’s Public Liability Insurance covers the Centre.

This clause does not exclude or limit the Church’s liability for death or personal injury caused by negligence on the part of the Church, its employees or agents.

- b. It is recommended that hirers should hold their own Public Liability Insurance.
- c. In the event of the room being rendered unfit for the use for which it has been hired, the Church shall not be liable for the resulting loss or damage howsoever arising.
- d.

See **Emergencies and Fire / Smoke Alarm** sections, (page 5).

Safeguarding

Safeguarding is everyone's responsibility. St John's is committed to safeguarding all those who attend the church and expects others using the Community facilities to share this commitment.

Safeguarding promotes the welfare of children and adults at risk (previously vulnerable adults), and includes all actions to protect them from harm. Hirers are responsible for the safeguarding of all those using the hired facilities of the St John's Centre during the period of hire.

Privacy notice

St John's Centre collects personal data for the following activities:

1. To respond to enquiries to hire the community facilities
2. To process bookings to hire the community facilities
3. To process payments for the hire of the facilities
4. For monitoring the use of the Centre
5. To provide hirers with information about the St John's Community Centre.

Hirers' data is processed with a view to entering into a contract with hirers as individuals, or the organisations they represent, for the hire and use of St John's community facilities. Such data will not be shared with external agencies or individuals without the hirer's permission.

Please see the full Privacy Notice on the St John's website at <https://www.stjohntheevangelistcambridge.org/home-page/policies/> for further details.

St. John the Evangelist room layouts and capacity

Wilkinson room –	Tables and seating	72
	Lecture/Theatre style	136
	Perimeter seating	60
Gray room -	Board room style	18
	Lecture/Theatre style	24
	Perimeter	28
Church Nave -	Lecture/Theatre style	224
	Open space	170