REF 12



**RMBC Neighbourhood Centres**

**Conditions of Hire**

1. The hire of the building shall no way discriminate against anyone on the grounds of their race, ethnic or national origin, gender, marital status, sexual orientation, disability or age. The hirer is not able to restrict use by tenants who pay the communal facility charge during the activity.
2. All centre users are expected to treat each other with dignity and respect. Any anti-social behaviour will not be tolerated. Where there are any concerns regarding anti-social behaviour or misuse of a centre, the council will consider action against person(s) involved.
3. Activities should be sensitive towards residents living on the scheme and in adjacent properties. For example, activities such as live music and karaoke etc are not permitted unless this is within agreement with the Area Housing Officer.
4. Regular hirers will be recharged at agreed intervals if the hiring is for an extended period. Occasional hirers will pay the hire charge prior to the event.
5. Cancelations - The council reserves the right to cancel a booking by notice to the hirer from the Building Manager. Compensation will not be paid by the Council if the booking is cancelled. Hire charges will be refunded if the Council cancel a booking.
6. Refunds - If the hirer wishes to cancel a booking, 3 working days must be given, if the booking is chargeable a refund will only be issued if 3 working days has been provided.
7. No deposits are required, if the booking is chargeable, it is to be paid for in advance.
8. The council reserves the right to refuse a booking.
9. During the period of hire, the Hirer will be responsible for supervision of the building, protection of the fabric and contents, safety of the occupants, and behaviour of all persons using the building as part of the booking, including proper supervision of car parking and departures to avoid disturbance or inconvenience to neighbours or other users.
10. The hirer must inform the council if damage is found at the beginning of the hire period. If damage is found and the Council have not been notified The Hirer may be liable to compensate the Council for the cost of repair of any damage done to any part of the property, including contents during or as a result of the booking.
11. The Hirer or person in charge must be over the age of 18 and must be on the premises throughout the hire period. Where the premises are used for public entertainment or an event where alcohol is served there must be at least 2 persons over 18 on supervision duty.
12. Centres can be booked for a social gathering, games sessions, party, funeral etc however anyone using the centre is not able to restrict use by other tenants during the activity.
13. Bookings for children’s parties are generally not accepted; however where centres have community group or tenants and residents association activities that may include children’s activities this can be considered. Children under the age of 16 are able to attend activities at the centre subject to permission by the council (the Area Housing Officer) however must be accompanied and supervised by a CFC paying tenant at all times.
14. The Hirer shall be responsible for obtaining any licences necessary in connection with the booking other than those already held by the Council. The Hirer should check which licences would be required when making the hiring.
15. The Hirer shall be responsible for observing all regulations relating to the building as laid down by the Licensing justices, Fire Authority or otherwise.
16. The Hirer shall be responsible for making arrangements to insure against third party claims made against his/her organisation or group whilst using the building. The Hirer is also responsible for insuring separately all equipment or apparatus brought on to the premises.
17. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises which may endanger the premises, their users or any insurance policy relating to the building.
18. It is the responsibility of the Hirer to arrange the furniture in a way that best suits their needs and to replace at the end of the hiring period.
19. It is the responsibility of the Hirer to remove litter and waste in or about the building and deposit in bins provided and to wash and wipe crockery if used and to leave the building in a reasonable condition at the end of the hiring period.
20. When the Hire of the building is for a block period, this shall be for no more than six months for any one period of hire. At the end of the hire period, the Hirer may be granted a further period of hire at the discretion of the Council and on terms agreed by the Council.
21. Pets are not allowed within the neighbourhood centres other than guide dogs. This is due to cleaning issues, allergies, neglect, and phobia issues.
22. Smoking cigarettes and e-cigarettes is not permitted in any centre.