**TERMS AND CONDITIONS OF HIRE FOR GROUPS**

**Information for all Key Holders**

CUFOS is a Community Centre and charity run by local volunteers. The Booking Hall and Waiting Room are available for hire separately or together.

All bookings are accepted at the discretion of the Trustees, who reserve the right to refuse, cancel or terminate any booking if such action is considered to be in the interests of CUFOS or the wider community.

It is the responsibility of the Hirer (named on the Booking Form) to leave the building in good order, clean and tidy and to abide by CUFOS regulations on health, fire and safety. If the building is not left clean and tidy, or the hirer is found to be in breach of the regulations, then the bookings may be cancelled, at the discretion of the Trustees. Groups are also asked to respect local residents and leave the building quietly after a booking.

Conditions of Hire

1. Booking Form and Payment. The Booking form must be completed, signed and returned, and the full cost – key deposit, membership and one month’s hire fee – paid, for the booking to be confirmed.
2. Deferred start dates and cancellations. Once a Group has paid their membership and one month’s hire fee to confirm their booking on an agreed start date, should the group need to postpone the pre-arranged start date they should notify groups@cufos.org.uk and be prepared to pay for the room from their original start date. If a Group hires a room on a regular basis and then decides not to use it on one occasion, they should notify groups@cufos.org.uk and be prepared to pay for the room. This does not apply to agreed gaps in a hiring schedule such as Bank Holidays and school holidays.
3. Fire and Safety Regulations. The Hirer must read and understand these Regulations, agree to abide by them and tick the relevant boxes on the Booking form to indicate this. Fire doors – front double doors and side door - must be unlocked and unobstructed whenever people are in the building. The top thumb-turn lock on these doors can be used for security.
4. Responsible person. The Hirer named on the booking form, or the current Key Holder is responsible for stewarding the group, for the personal safety of those attending and for the security of the building. They should ensure that the fire exits are not obstructed. They must read and understand the safeguarding statement and the Covid disclaimer on the Booking Form. Safety and order should be taken into account when planning activities.
5. Timing. Hirers should not access the building more than 15 minutes prior to the start time given on the booking form and should leave by 15 minutes after the booked finish time.
6. Rooms booked. Hirers of only one room may use the kitchen and toilets, but not the other room. No food or drink is permitted in the Waiting Room.
7. Cleaning up. All groups must clean up after their sessions. Cleaning supplies are in the unlocked cupboard in the lobby. Please sweep, mop up and wipe down surfaces as required.
8. Kitchen. Hirers may use all the kitchen facilities – cooker, fridge with freezer drawer, microwave, urn and kettle, as well as mugs and teaspoons. Anything else – plates, cups, cutlery and cooking equipment must be provided by the Hirer. Hirers must provide their own tea towels. Group owned tea, coffee, biscuits etc may be left in the unlocked cupboards in securely closed and labelled containers.
9. CUFOS is not licensed for the sale of alcohol, it may be provided free by the Hirer to adults only. No smoking is permitted.
10. Decorations. Hirers must not use sticky tape or glue on the walls, or attach balloons or decorations to fans or lights. Such actions damage the building and incur costs.
11. Injury or damage. CUFOS does not accept responsibility for personal injury or for any losses or damage to property belonging to user groups or individuals using the building.
12. Noise. CUFOS is in a residential area with private homes nearby. To ensure the rights of our neighbours are respected the following conditions must be observed:-
* No loudspeakers, amplifiers, radios etc may be used in the yard.
* If music is played, or amplifiers used, in the building, doors should be kept closed and the side door to the yard used for access to reduce possible disturbance to neighbours. Amplifiers should not be turned up to such a level that music can easily be heard outside.
* No music is permitted after 10pm.
* Departures from the building, particularly after an evening event, should be quick and quiet with no hanging around and chatting.

If failure to comply with these requirements results in complaints from neighbours the Hirer may be refused further bookings.

1. Heating. Hirers may adjust the thermostat in the Booking Hall but must return it to the original setting before leaving. Similarly, the thermostats on individual radiators may be turned down when in the building but please turn them up fully before leaving.
2. Leaving the building in good order. Please ensure
* Tables or chairs taken from the shed are put back.
* Tables and chairs left in the Booking Hall are stacked neatly along the walls, not left in places where they obstruct doors or cupboards.
* Folding chairs are stacked neatly on the trolley in line with the illustration on the wall.
1. Final Check. On leaving, please ensure that all lights are out, that the double door bolts are engaged, that all fire doors are locked and the gate padlock secured.
2. Key Holders. It is important that the CUFOS Bookings Officer always has the name, address, email address and phone number of any keyholder who is the responsible person present when the building is occupied. Please make sure the Key Holder details for your group are up to date.

**CUFOS Fire Regulations**

The Hirer (named on the Booking form) is responsible for reading and understanding these regulations, ticking the relevant box on the booking form to indicate this is the case and for ensuring the regulations are observed when at CUFOS. All Key Holders should also be familiar with these regulations.

1. There are three fire exits: - from the Booking Hall, from the side entrance lobby and from the Waiting Room. Do not block or obstruct these doors and do not park on the yellow lines on the pavement outside the Booking Hall double doors.

2 External fire doors (double doors in the Booking Hall and side entrance) must remain unlocked and unobstructed when the Booking Hall is in use. The keys for these fire doors are on the key ring that Hirers are given.

3 The side entrance lobby must be kept clear at all times. Do not block with furniture or buggies.

4 The Hirer should keep a list or register of all those present in the building. This is to ensure that all can be accounted for in the event of an emergency evacuation.

5 No smoking permitted inside the building.

6 Candles allowed only on birthday cakes. Please dispose of matches safely.

7 No fireworks or smoke making machines permitted in the building or yard.

8 Firefighting equipment is to be used only for that purpose.

9 The Fire alarm system is very sensitive and effective and is connected directly to the Fire Station. A Fire engine will automatically be sent to CUFOS if the alarm is set off. False alarms may attract a charge.

10 Alexandra Palace Security Control (Tel no. 02083654308) must be told if emergency services are called to CUFOS.

IF THE FIRE ALARM SOUNDS EVERYONE MUST LEAVE THE BUILDING IMMEDIATELY. THE SAFE ASSEMBLY AREA IS ON THE PAVEMENT AT THE FOOT OF THE PALACE STEPS. Please check that all those who might need assistance - children, elderly and disabled are present and ensure no one returns to the building until you are told it is safe.

**CUFOS Covid Safety Regulations**

The Hirer (named on the Booking Form) is responsible for reading and understanding these regulations, ticking the relevant box on the booking form to indicate that this is the case and for ensuring the regulations are observed when at CUFOS.

1. The number of people attending any event must not exceed current Government guidelines.
2. Please maintain social distancing as much as possible, and wear a mask or face covering according to Government guidelines.
3. Disinfecting hand gel is available in the Booking Hall, Waiting Room and side lobby. Please use it.
4. Please clean all surfaces and wipe with disinfectant wipes as required. Sweep, vacuum or mop floors using the supplies in the cleaning cupboard in the side lobby.

1. If the kitchen is used, please wash up any mugs and spoons with warm soapy water and put away. Use paper towels or your own tea towels to dry up. Please take tea towels home - do not leave them in the kitchen.
2. In the toilets, please ensure the lavatory seats, washbasins and doorhandles are clean. If disinfectant wipes are used, please dispose of them in the bin by the basins. **Do not flush them down the lavatories**.