



## HIRING POLICY

### 1. Principles

- Sedbury Space Trustees welcome the hiring of Sedbury Space by private individuals, third party organisations and agencies.
- All activities held in Sedbury Space should comply with the aims of Sedbury Space and not be in conflict with the values (see noticeboard).
- Sedbury holds public liability insurance for the building but hirer's need to have their own insurance in place for activities.
- The use of Sedbury Space is governed by the Charity's policies of which the following are relevant for hirers.
  - Health & Safety
  - Fire Evacuation Procedure
  - Safeguarding
  - Equal opportunities
  - Drugs and alcohol
  - Confidentiality
  - Lone working
- Sedbury Space is self-financing and needs to cover the costs of heating, lighting, insurance, internet and other outgoings caused by use of the space by outside agencies.
- Sedbury Space is run by and for the community and relies on volunteers to operate effectively.

### 2. Implementation

Sedbury Space reserves the right to refuse the hire of the premises by a third party user if it does not fit with the Charity's aims or values. The Trustees will not, as a general rule, allow hire for private parties. Any new User and activity will need to be agreed by a quorum of the committee (operational by e-mail)

All hirers are asked to:

- ensure their insurance policy covers activities held in Sedbury Space.
- familiarise themselves with and abide by all relevant Sedbury Space policies (See above) which are located in the file under the serverly sink. In particular, numbers should not exceed the Fire Safety limit.
- have appropriate policies in place for their organisation's safeguarding, health & safety and equal opportunities.
- carry out a Risk Assessment (RA) for use of Sedbury Space. (Sedbury Space has a standard RA to which you can add particular risks that are likely for your activity and note associated actions to reduce those risks.)
- look after the building, leaving it in the same state or better than when they arrived.
- Sign a User Agreement acknowledging the above.

Sedbury Space have set a hire charge of £10 per hour or £20 per ½ day session, whichever is less. The Trustees reserve the right to use their discretion in altering these rates for organisations:

- who are regular users;
- who have multiple hirings per week;
- whose activities fit the aims of the Charity exactly;
- who otherwise would not be able to run the activity

Sedbury Space requests hirers to pay for use of the premises in advance or to have prior agreement in place for an invoicing arrangement with the Treasurer.

### **3. Day to Day Management**

An authorised keyholder will meet the User at the premises, open up and prepare the space for use. They will also come back at the end of the activity and close everything up. Alternatively for regular or known Users of Sedbury Space a key will be lent to the hire for the duration of the activity.

Hirer's are welcome to use Sedbury Space crockery and equipment and to help themselves to refreshments – tea, coffee & sugar in servery wall cupboard, milk in fridge. A pot for donations towards the cost of refreshments is available on the servery counter. Hirers may provide their own if they prefer.

You, as the Hirer, are responsible for:

- washing up and wiping down sinks, surfaces and tables if you've served refreshments.
- clearing up any mess made by your activity and Hoover if necessary (Hoover in boiler cupboard)
- putting back any furniture you've moved.
- turning off any electric sockets used.
- locking any doors to the garden that you have unlocked.

It would be helpful if hirers would:

- Empty kettles and turn off all plugs
- wipe down toilet and sink with antiseptic wipes (found under the sink)
- Turn off internet at plug

### **4. Emergency Contact numbers:**

Key holders: Samantha Hopper (Manager) 07522 178639

Susan Riordan (*Health & Safety*) 07742 673394

### **5. Approval and Review**

This policy has been approved by the Trustees and will be reviewed on a biannual basis.

Signed:  (Chair of Management Committee)

Date approved: May 2024

Review date: May 2026