

3RD UPTON SCOUT GROUP HQ - USER OBLIGATIONS / CONDITIONS OF HIRE

Applies to - All users and hirers

“The hirer” refers to the person signing the hiring agreement (**who is over 25 years old**) or the leader in charge

Safety

The hirer is responsible for the safety of the people using the building they need to

- Familiarise themselves with the building, its evacuation procedures, the location of the fire extinguishers and the location of the fire exits.
- Also the safe operation of its equipment and infrastructure. (Cooker / water boiler etc). The Bookings manager can advise on this.

The Main hall is equipped with battery operated smoke alarms – if anyone is sleeping over in the hall please test them beforehand.

Security and damage

- The hirer is responsible for any damage to the building caused as a result of its use during the hire period.
- The hirer is also responsible for the security of the building whilst it is in use, as well as the security of the people using it, this may involve locking the front door to prevent access by the general public – if this is the case then please leave the keys accessible to allow exit in the case of an emergency.

Conduct

- The hirer is responsible for the conduct of the people using the hall & surrounding area. This includes compliance with the statutory laws of the land and local by-laws this includes – Antisocial Behaviour, Drink & Drugs. Permitted activities in the park, Noise and Nuisance. Child Protection etc
- Under 21's must not be left unsupervised at any time (particularly during parties etc)

Rubbish Disposal

Users are required to take their rubbish away from the site. We have no facilities for rubbish disposal. Piling rubbish around the public waste bins adjacent to the building is not acceptable. If there is any evidence of this we will ask for it to be removed and deposits may be withheld. The Council may also make a removal charge which we will pass onto the hirer. Please check that all empty bottles, cans, cups etc are cleared up from around the building.

Limitations as to use

- No activities which involve organized parties where tickets are sold to the general public
- No parties after midnight.
- No tape to be left on the floor or walls. Decorations can be used but be aware when removing that the paint might come off.
- The HQ **DOES NOT** have a TV or an Alcohol (can't sell Alcohol) License
- No activities which may not be in keeping with the morals, aims and expectations of the Scout movement
- No activities to be engaged in which carry a high risk of damage to the fabric of the building or its contents/equipment. Any such damage must be paid for.
- No alcoholic drinks to be sold on the premises without permission of the group and the appropriate License having been obtained for the date & times involved & available for inspection during those hours.
- No smoking anywhere within the building
- No chewing gum (or similar product) to be left on the floor.
- No perishable food to be left on the premises.

Vacating the building after the hire period:-

Checklist - please ensure

- Lights off / blinds down / windows shut / heating off / hatches down
- Hall floor swept clean and mopped if sticky (split drink etc)
- Chairs and tables clean and put away – main hall and entrance hall clear of stuff.
- Access doors to Garage and Store locked + key cupboard locked
- Kitchen / toilet & entrance hall floors swept and mopped
- Basins & Toilets clean and flushed
- Kitchen clean with ALL crocs and cutlery put away
- Kitchen water boiler off at mains switch
- Internal doors shut / External doors shut + secure
- Internal bolts on top and bottom of RH front door engaged
- Outside lights off / Burglar alarm set / Entrance door locked and bolted at the top
- All rubbish removed from the building & surrounding area

After use the building it must be left in a clean state and be ready for the next user.

ANY DAMAGE/DEFECTS MUST BE REPORTED TO THE BOOKING SECRETARY.

Use of the building, is at the sole discretion of the Group Executive Committee and its officers.

If the HQ is left in an unsatisfactory condition, or there is a failure to observe the ‘ User Obligations’, then all or part of your deposit may be withheld.

Use of the building, its contents/equipment & the surrounding area is entirely at the users own risk.

3rd Upton Scout Group, it’s Leaders, Officials & Members accept no responsibility or liability for any injury or damage to the users or their possessions which may arise as a result of the use of these premises.

3rd Upton Group Executive May 2018