



Rawdon Community Library
Micklefield Park
New Road Side
Rawdon LS19 6DD

Tel: 0113 391 0440

email: rawdoncommunitylibrary@gmail.com

Rawdon Community Library Terms and Conditions of Hire

1. The hirers shall use the premises only for the times, and for the persons or organisations stated on the booking form. All setting up and clearing away time must be included on the booking form. (No charge will be made if the setting/clearing up times are less than 10 minutes each).
2. Rawdon Community Library reserves the right to refuse any application without assigning a reason.
3. **One - off activities:** The hirers shall pay the Community Library in advance for the use of the premises, payment to be made by cheque, payable to Rawdon Community Library Ltd. Deposits may take up to 21 days to be refunded if the booking is cancelled. If the hiring has been arranged for a time outside the usual Community Library opening hours, and the Hirer is more than 15 minutes late, the building will be locked up. Access after this time, where it can be accommodated, will incur further charges.
4. **Regular activities** (10 or more meetings): A deposit of at least two sessions room hire fee is to be paid in advance in order to confirm the room booking, payment to be made by cheque. Deposits may take up to 21 days to be refunded if the booking is cancelled. The Hirer shall not sublet any part of the building.
5. If the Hirer wishes to cancel the booking, 21 days notice of cancellation is required otherwise the Hirer will be liable to pay the full hire fee.
6. The Hirer shall comply with Performing Rights Society (PRS) regulations if relevant.
7. Any electrical equipment brought into the Community Library must either be under 12 months old (and accompanied by a receipt) or have a current PAT (Portable Appliance Testing) certificate.
8. The Hirers shall be responsible whilst using the premises for the preservation of order and shall take all practicable steps to ensure that nothing shall occur at the premises which might offend against any statute or by-law or any regulations respecting the hiring of the premises. The maximum number of persons per room must not be exceeded. (Hirers will be advised of the maximum numbers by the Room Hire/ bookings team).

9. No alcohol may be bought or sold for consumption on or off the premises unless the Hirer has, with the consent of Rawdon Community Library, obtained a temporary licence from the relevant licensing authority.
10. In the case of evening events, Hirers are requested to encourage participants/audience/performers to leave as promptly and quietly as possible at the end of the booking and to ensure that the removal of any equipment is done in the same manner.
11. The Hirers shall indemnify and keep indemnified the RCL Steering Group (management) from and against all loss, damage, actions, claims, costs and expenses which the management may suffer, or which may be made against the management by reason or in consequence of any act or omission of any kind committed in upon the premises by the Hirers or by any persons acting with their express or implied permission or authority.
12. The Hirers are advised to take out adequate insurance cover for all aspects of their activity and to undertake a risk assessment prior to the event. All bookings must be entirely open to inspection at any time and without notice by any RCL Steering Group member. Please inform us on the day of hire if any damage has been done to either the premises or property during your usage. If, in the opinion of the Community Library, the damage goes beyond that of normal wear and tear the Hirer will be asked to make good or cover the cost of repair. If damage is caused and is not notified, both the cost of repairs and an administration charge will be made.
13. For Health and Safety reasons, if large wheeled bookshelves need to be moved, please do so in accordance with the procedure attached at Appendix 1. No furniture may be brought in to the Community Library without the prior approval of RCL. No fixtures or decorations requiring nails, screws, pins, staples, adhesive tape or similar shall be allowed.
14. All furniture, equipment and other possessions belonging to the Hirers shall be removed from the premises by the Hirers immediately after each booking.
15. The Hirer shall be responsible for informing all those present at their booking of the location of fire escape routes and fire fighting equipment. If more than sixty persons are present, stewards should take charge in the event of an emergency.
16. The Hirers shall ensure that emergency exit routes including doors and outside gate are unlocked and not in any way obstructed at any time. When seating is used in the rooms, the Hirers shall also be responsible for ensuring adequate gangways are maintained in order to facilitate a speedy evacuation in the event of an emergency.
17. All spaces occupied by the Hirer, including common areas, toilets, kitchen facilities etc, must be left in a tidy and clean state, any rubbish being removed from the premises at the end of the meeting/event. If this is not done, the Community Library may make additional charges to cover the cost of additional cleaning.

18. Smoking is not permitted in any part of the premises and the Hirers shall ensure that this policy is strictly adhered to at all times.
19. There may be occasions when, due to unforeseen circumstances, the Community Library is unable to accommodate your booking. The Community Library reserves the right to cancel any booking, with no liability to the Centre, by giving a minimum of 14 days' notice. In such a case, any monies already paid by the Hirer would be refunded.
20. The Community Library may need to be closed in an emergency, or for maintenance or repairs. The management reserves the right to cancel any booking for these reasons without the minimum 14 day's notice. The Hirer acknowledges that Rawdon Community Library would not be responsible for any losses, financial or otherwise which the Hirer may suffer as a result of cancellation under this clause.
21. In the case of non-observance or non-performance by the Hirers of any conditions, or in the case that management shall be of the opinion that there is any interference with other Centre users or staff, or that the wear and tear of the premises, furniture, or fittings is excessive, Community Library staff may terminate the hiring at any time without notice.
22. Rawdon Community Library has policies covering Health and Safety, Children/ Vulnerable Adults and Equal Opportunities for events run both by the Community Library and by other organisations and individuals. Hirers must comply with these policies regarding any activity which they and their members carry out at the Community Library. Hirers must ensure that their organisations/activities at the Community Library are open to all members of the community regardless of gender, sexual orientation, nationality, age, disability, race, political, or religious persuasion. (Policies are located in a folder at the Library counter).

Signed for Rawdon Community Library:

Name _____ Signature _____ Date _____

Name of Hirer: _____

Signed by or on behalf of the Hirer _____

Position in the Organisation _____ Date _____

Returning the completed Terms and Conditions for Hire form by email will constitute agreement to RCL's Terms and Conditions.

Please note: The Room Hire Booking Form is a separate document.

APPENDIX 1

PROCEDURE FOR MOVING SHELVING

PLEASE READ IN FULL BEFORE STARTING THE PROCEDURE

- Before starting to move shelving be clear as to where it is being moved to and plan the shortest route to the new location.
- The procedure should be carried out prior to the start of an event or activity. A minimum of three people should move the shelves. If Hirers move shelving with less than three people this is at their own risk.
- The shelving should be moved lengthways by pushing/pulling on the ENDS only – do not attempt to move the shelves by pushing/pulling from the sides.
- Release the brake levers before you start the move. These are very stiff – use your feet to release them (NEVER your hands) and only when wearing a full shoe, not an open toed sandal.
- Once the shelving is in situ at its new location ensure that the wheels are aligned to the shelving or pointing inwards, ie not jutting out as this can present a trip hazard.
- Apply the brakes as per guidelines above.

The shelving should be returned to its original position at the end of the event/activity following the above guidelines.