

RATES AND TERMS & CONDITIONS OF USE FOR FACILITIES & RESOURCES from October 1st 2019

Please also refer to other documents accompanying these terms and conditions:

- Booking form
- Building evacuation procedures
- Fire safety instructions
- Guidance on how to prepare a Personal Emergency Egress Plan (PEEP)

ROOM HIRE		MSVA member group	Local community group	Commercial organisation
Community Room	All days and times.	£15.00 per hour	£18.00 per hour	£20 per hour

PLEASE NOTE: The Community Room is not licensed for entertainment use.

		MSVA member group	Local community group	Commercial organisation
Overhead projector	Additional £40 refundable deposit if used off MSVA premises	£7.50	£15	£15
Portable projector screen	£40 refundable deposit	£7.50	£15	£15
Flip chart, paper & pens	With room hire	£3	£3	£5
Photocopying		Black A4 5p Colour A4 25p	Black A4 10p Colour A4 50p	Black A4 10p Colour A4 50p
Laminating		A4 sheet 80p A3 sheet £1	A4 sheet £1.60 A3 sheet £2	A4 sheet £1.60 A3 sheet £2



A. DEFINITIONS

MSVA member groups – Voluntary service groups and clubs of a charitable nature who have registered as members of MSVA.

Local community groups – Local voluntary clubs and societies which are not registered as MSVA members. This booking rate is confined to events such as committee or general meetings or exhibitions for which no entry charge is made and which is not of a fund-raising or social nature, irrespective of whether the event is open to the public or group members only.

Commercial organisations – Bookings at this rate will be available to bona fide companies or established businesses only. Evidence of incorporation or business status may be required. Businesses or non-commercial organisations not based in Mid Sussex are recommended to apply on their headed notepaper.

Private bookings – Bookings by private individuals will not normally be accepted.

B. CONDITIONS OF BOOKING

Risk Assessment (RA)

All groups hiring the room before using the room must notify MSVA staff if there are any concerns about the safe evacuation of any of their group members in an emergency in light of the fact that the lift cannot be used to evacuate any persons in the event of a fire.

Personal Emergency Egress Plan (PEEP)

If any concerns arise in the risk assessment, above, the group must also prepare a Personal Emergency Egress Plan (PEEP) for each member who may attend and is identified as being at risk. An evacuation chair suitable for use on stairs is located in the Community Room. Groups are responsible for ensuring that if they have a member who may need to be evacuated using the chair in the unlikely event of the lift being unavailable, they are able to evacuate their member safely using the chair. MSVA staff are available to provide guidance on the safe use of the chair but MSVA cannot be held accountable for any accidents that may happen in the event of persons making use of the Evacuation Chair in an emergency.

Preparation of RA/PEEP forms

Any required RA and/or PEEP, must be lodged with MSVA at least a week before the booked date. MSVA are not responsible for approving a Personal Emergency Egress Plan (PEEP) but will satisfy itself that these documents appear to be prepared competently and will insist that an appropriate format is used. Copies of guidance notes approved by MSVA for RA/PEEP are available on request.

Amended RA/PEEP

If changes in circumstances occur which require amendment of an RA or PEEP, the group concerned must supply an amended form to MSVA as soon as feasibly possible before the booked date.

Failure to supply RA/PEEP forms

Failure to submit an RA (and if appropriate a PEEP) in advance and in an approved design, will result in cancellation of all the relevant group's bookings and no more bookings can be made until the forms are supplied.

Limits on vulnerable attendee numbers

No meeting can include more than one person who is unable to descend the stairs unaided in an emergency to evacuate the building. For that one person there must be a plan (a PEEP) to provide at least four named able-bodied people to carry him/her downstairs in the emergency evacuation chair provided by MSVA. The hirer must ensure the helpers have experience in using the emergency evacuation chair which can be seen and used for training as described below.

Access for RA/PEEP

To prepare an RA/PEEP, visits may be made without charge to inspect the venue and gain access to the emergency evacuation chair for instructing helpers. MSVA staff can inform visitors about the safety rules of using the venue. No charge is made but arrangements in advance will ensure the availability of a staff member.

Booking times

The minimum letting period is two hours. The period booked should allow for preparation and clearing up time and the room must be vacated by all people attending the meeting by the contracted termination time.



Out of hours use

For your personal safety and the security of the whole building it is essential that the designated key holder opens the door by key and that for other people attending:

(a) A group member remains on duty downstairs supervising access to the meeting and ensures the main front door is locked before proceeding upstairs to MSVA premises; or (b) Close the main front door ensuring it is locked. Then all group members use the external key pad and press 12🔔 to access the intercom in the Community Room. The front door can be unlocked remotely from the intercom phone. Instructions for use of the key pad are posted by the front door and in the Community Room. **On no occasion should the door be left unlocked, propped opened and unattended. If the premises are left unsecured at any time, the hirer is liable for any resulting loss, damage or expense in respect of the whole building.**

When the Sussex Oakleaf office is open there are trained fire marshalls on the premises but out of hours it is up the responsibility of the person leading the group to safely evacuate the premises.

Cancellations

A booking can only be cancelled in writing by the booking group. Any booking cancelled at less than one weeks' notice will be charged at the normal rate.

Room capacity

The maximum number of people allowed at any event is 40.

Accidents

An accident register is located in a marked cupboard in the kitchen. Any hirer needing to record an incident for insurance purposes can use this book.

Insurance

Any group wishing to bring objects of particular value to the room for display or demonstration purposes should make arrangements for insurance.

Activities

No activities that compromise Health/Fire Safety will be permitted to take place in the Community Room.

Alcohol

The sale of alcohol is prohibited.



Smoking

There is a no smoking and no vaping policy in operation in the premises.

Cleaning

If the premises are not left in a similar condition to that in which they are found, the hirer will be liable for the cost of cleaning.

Damage to the premises or equipment

Any breakages or damage during the period of hire must be reported to MSVA. The hirer will repay on demand the cost of reinstating, or if necessary replacing, any part of the accommodation or any property it contains which is damaged, destroyed, stolen or removed during the period of hire. Care must be taken not to damage floors, furniture, fixtures and fittings and the use of nails, tacks, adhesive, putty or tape is not permitted. Tables and chairs must be left in the arrangement in which they are found and any additional items brought in must be removed at the end of the booked period of hire unless alternative arrangements have been agreed in advance

Use of electrical equipment

For safety reasons, the rooms for hire are equipped with electrical circuit breakers. Their use is recommended and they must not be removed.

Telephones for emergency use

Hirers need to be aware that when the offices are closed, which is normally during the afternoon and evening, there is no access to a telephone. Therefore hirers must ensure the group possesses a mobile telephone in order to summon assistance in an emergency or call emergency services on 999.

Fire safety procedures

All persons using MSVA facilities must sign their attendees in and out. This is to ensure there is a list of those present who need to be identified after an emergency evacuation of the building. At the commencement of a hire session, hirers must ensure that all those attending are aware of the Fire Safety Instructions which are attached to these terms and conditions.

No use of the lift in the event of fire

In the event of a fire in the building causing an emergency evacuation it is essential that the lift is not used. This rule is repeated in the Fire safety Instructions and it is imperative that it is observed because the lift has not been built with fire protection and would be unsafe to use.



First Aid

A basic First Aid Kit is available in a marked cupboard in the kitchen. MSVA takes no responsibility for providing First Aid support and it is strongly recommended that groups hiring the Community Room have members possessing the necessary skills to deal with emergency needs.

Kitchen

All used crockery and cutlery must be washed and put away and the kitchen area left clean and tidy.

Lights

All lights are to be extinguished, including toilet lights but excluding night security lights which switch on automatically.

Security

All windows and outside doors must be securely locked on departure.

Disclaimer

MSVA is not responsible for any loss or damage to any person or property arising during the period of hire.