

Innsworth Community Hall

Information for Hirers

Thank you for choosing to book Innsworth Community Hall (referred to as 'The Hall').

We hope that you have a positive experience of using the facilities. We are always eager to receive feedback from hirers, so please do let us know if there is anything that would enhance your use of the facilities in the future.

Please make sure you have also read and understood our Conditions of Hire.

Please make sure you read this key information ahead of your hire period. ([Access info on page 2](#))

Bookings

- a) Bookings for The Hall are managed by Sportily. Sportily are a sports charity that work with children, young people and families across Gloucestershire and are active in Innsworth as part of our work in our North of Glos location (www.sportily.org.uk). The Hall is owned by Gloucestershire County Council, but the arrangement with Sportily helps to enable the facilities to be available for use by the local community here and to encourage more sport and activity based providers to make use of them to run activities that benefit the local community.
- b) Enquiries relating to bookings should be directed to enquiries@innsworthhall.co.uk, or 0330 551 9348.

General

- a) The Hall is not staffed at all times, so as hirer you are responsible for The Hall during your hire period. Please therefore question any person on site who is not known to you and your group, or any other Hirer on site at the same time as you.
- b) The responsibility for The Hall is shared between all hirers who are hiring the facilities at the same time.
- c) **If live music is being played or music amplification equipment being used, noise levels must be kept to appropriate levels with doors and windows remaining closed. Please respect our neighbours, thank you.**
- d) It is your responsibility to set up/down all of their own equipment and to ensure that The Hall is left in a clean and tidy state at the end of the hire period. Please do so carefully, being aware of risk of injury to you/your team when moving chairs and setting out tables. Please make sure you book sufficient setup/pack down time within your booking so that Hall is ready for the next user at the end of your hire period.
- e) You may put up posters, signs or banners for the duration of your hire period provided these are only affixed to windows, doors, the wooden wall panels in the sports hall and other fittings (not on painted walls). These items should not be fixed near light fittings or radiators and must be taken down at the end of the hire period. Please use Blue/White-Tac. Do not use sellotape, staples or pins on the walls, doors or other surfaces.
- f) The Hall has a No Smoking/Vaping Policy which extends to the whole of the Site and its grounds,

including the car park. Hirers are responsible for ensuring that this policy is enforced.

- g) Candles and all naked flames, including tea light candles are prohibited, with the exception of small number of birthday candles. Any lit candles must not be left unaccompanied and must be carried by a responsible adult, who must also be responsible for ensuring they are fully extinguished. No sparkler or relighting birthday cake type candles may be used in The Hall.
- h) Please ensure that no animals, excluding guide or hearing dogs, are allowed into The Hall without prior permission from Sportily staff.
- i) WIFI is available within the building, but we cannot guarantee that it will be working during your Hire period, nor can we offer technical support. The network is called 'InnsworthHall' and the password is 'Sportily', range extenders are provided in the Sports Hall and meeting room.
- j) A large TV screen is provided in the Meeting Room for use and can be connected to using the HDMI cable provided. The Hall does not have a TV license.
- k) Please ensure that you have all the necessary licenses in place for your activity prior to its taking place. It is your responsibility to identify which licenses are required and to secure these.
- l) Please be aware of the possible penalty charges associated with your booking as specified in our Conditions of Hire.

Opening and closing The Hall

- a) Hirers are responsible for opening, closing and locking up The Hall.
- b) Information about how to open and close the Hall will be sent to you in advance of your hire period.
- c) If your hire period extends to 23.00 (22.30 on Sunday), then you must vacate the site by this time – this closing time is a condition of our planning permission.

Emergency contacts

- a) If there are problems with your booking or the building, for example with keys, the heating, lighting, hot water, a leak or equipment, please contact **0330 551 9348**.
- b) Other emergency contacts are the local Sportily Worker (**07949 111 817**) or (**07480 068 550**). Please be considerate in your use of these emergency numbers.

Fire Safety

- a) Please do not prop open or obstruct The Hall's doors or fire escapes at any time and please close them during your hire period. All doors into the main hallway are fire doors and must not be held open with door wedges. Fire appliances are not removed or tampered with
- b) Please make yourself aware of all fire exits, evacuation routes and procedures at the beginning of your hire period and make these known to your group.
- c) On discovering a **fire**, please raise the alarm and evacuate the building as quickly as possible in an orderly manner using the nearest signed fire exit route. Users should only take personal belongings if they are immediately available. Call the Fire Brigade – dial 999.
- d) Hirers should only use a fire extinguisher if the fire can be safely extinguished using just one fire extinguisher. Instructions are provided on the fire extinguisher and on the provided signage.
- e) The Designated Assembly Point is at the far end of the car park. Evacuation routes are found in the Emergency Procedures and Evacuation Plan which is displayed on the noticeboard.

- f) On arrival at the Designated Assembly Point, keep together and identify any missing persons attending your event and report this information immediately to the fire brigade on their arrival.
- g) The Fire Alarm system is remotely monitored and checked weekly.

Noise Management

- a) The Hall is located in a residential area and it is vital that we respect our neighbours by keeping noise to a reasonable and acceptable level so as to minimise disturbance.
- b) The Car Park is not to be used as an outdoor space for your event.
- c) If you are using music amplification equipment in the Sports Hall this should be positioned in front of the Equipment Store with speakers facing towards the glass block windows (school side). Windows and fire exits should be kept closed.
- d) A sound level meter is kept on site and Sportily staff reserve the right to check the noise levels of your event and require you to reduce the volume if it is deemed to potentially cause disturbance to neighbours.

Safety

- a) You are responsible for carrying out a risk assessment for your activities in The Hall. A copy of the Building Risk Assessment is available on the main noticeboard in the hallway and [here](#).
- b) On identifying a hazard, please avoid it, make it safe if you are able to do so safely, and report it as necessary.
- c) You are responsible for providing a clear safety briefing to those participating in your activities regarding your activities and the Hall itself.
- d) Hirers and those participating in your activities must observe the 'Do not enter' signs that relate to the changing rooms area of the building, unless evacuating the building in an emergency.
- e) You are responsible for briefing those participating in your activities on the Emergency Procedure and Evacuation Plan for the building and to ensure that their activities do not obstruct any evacuation routes.
- f) If you are laying out rows of chairs in the sports hall, clear gangways must be integrated into the layout.
- g) You are responsible for ensuring the safe use of any electrical equipment you use on site and any electrical equipment you bring on site to use. All electrical equipment in the building is regularly PAT tested and checked, but should also be checked by users prior to use.
- h) Please ensure that appropriate clothing, footwear and safety equipment is worn and used as appropriate for the activities taking place.
- i) Please do not stand on chairs and tables in order to reach a height.
- j) You are advised to bring a charged mobile phone with them for use in the case of emergency, but depending on the network coverage you may need to leave the building in order to use it.
- k) CCTV is in operation at the entrance to the building. Signage indicates this to users.

Accidents, injuries first aid and near misses

- a) A first aid kit is available in the marked cupboard in the kitchen should you need it. If you make use of the First Aid kit please report this at the end of your hire so that we can replenish the supplies.

- b) Please record any accidents and use of the first aid box in the accident book which is kept with the First Aid kit.
- c) Please report to Sportily all incidents and near misses so that appropriate actions can be taken.

Safeguarding

- a) If you are hiring The Hall as an organisation or company, and children under the age of 18 will be present at the activity taking place, with or without the parent or guardian being present, The Hall expects you to:
 - i. have a Safeguarding Policy in place and to make this policy available on request.
 - ii. have a named Designated Safeguarding Lead within the organisation.
 - iii. have undertaken a Safer Recruitment process in the recruitment of all volunteers and staff in and for those in eligible roles, for this to have included the performing of a DBS check in line with the requirements of the DBS.
- b) Children under the age of 18 must be supervised at all times and the person responsible for the activity must be in attendance at The Hall prior to any under 18's.
- c) Please be aware that you may not be the sole user of The Hall during your hire period. You are responsible for the safe supervision of those attending your activities.
- d) Information about Sportily's commitment to Safeguarding and a copy of our policy can be found here: www.sportily.org.uk/safeguarding.

Cleaning and Rubbish

- a) A Hoover, large brush and dustpan and brush can be found in the equipment storage cupboard off the main hall.
- b) Household cleaning supplies and bin bags can be found in the labelled cupboard in the kitchen.
- c) There are 2 bins in the kitchen – a General waste bin under the sink and a mixed recycling bin by the door.
- d) All waste/recycling should be removed from the building and placed in the wheelie bins provided at the end of your hire period, ensuring that these can close properly. Any waste/recycling that will not fit in these bins must be taken away with you. We appreciate your help with this.
- e) Please also take all used nappies away with you as a nappy disposal service is not available. Health and Safety law dictates that soiled nappies are not placed into our rubbish bins or down the toilet.

Heating

- a) During the winter period (October half term through the end of the Spring term), the heating will be set to come on 30 mins before the start of your hire period. Please contact us in advance if you require any areas to be particularly cold or warm for any reason.
- b) Please note that the sports hall is designed to have a lower heated temperature due to the nature of its intended use. This is hard wired into the design of the system and cannot be changed.

Parking

- a) Users may park their cars and bicycles in the car park area.

Please be aware we only have 13 car parking spaces at The Hall.

- b) Bicycle parking is provided in the marked area.
- c) The Hall is located in a residential area so please be respectful of our neighbours and do not park inconsiderately in nearby streets or on the 'School Keep Clear' marked area.
- d) Parking is available on a first come first served basis and shared with other Hall users and therefore cannot be guaranteed.
- e) Hirers are responsible for ensuring that car drivers attending their activities act responsibly in the car park so as to ensure the safety of Hall users and observe the 5mph speed limit.

Use of equipment

- a) All chairs, tables and other equipment you use should be returned from where it came at the end of your hire period. Please wipe down tables after use.
- b) Please check all the equipment (tables, chairs etc.) prior to use to ensure that it is safe to use for your intended activities.
- c) Please take care when moving chairs and tables. Do not carry more than you are able or move items in an unsafe manner.
- d) Please do not use or interfere with or use the sports equipment or staging belonging to Sportily which may be found in the storage areas of The Hall without prior permission. When in use, you are responsible for ensuring its safe erection and dismantling and for ensuring the safety of those using it.

Kitchen

- a) All persons under the age of 18 must be accompanied by a responsible adult at all times, whilst in the kitchen for safety reasons.
- b) You may use the kitchen to make tea and coffee free of charge. If you wish to prepare food in the kitchen you must book the kitchen as part of your hiring agreement.
- c) Please make sure you wash, dry up and put away any kitchen items you use. Do not leave items drying on the draining board. Tea towels can be found in the drawer and dirty tea towels should be left in the labelled box provided in the kitchen.
- d) Please ensure that the kitchen is left clean and tidy, with surfaces wiped down (including cleaning the oven/hob and sink if used), and that all food stuffs you brought with you and all waste is removed.
- e) Please do not leave items in the fridge at the end of your hire period. It might feel nice to leave milk for the next user – but please don't as this causes us food hygiene issues.
- f) If you would like a tour of the kitchen prior to your hire, or information about the equipment which is available for use, please contact us to arrange this.
- g) Whilst using the kitchen, please ensure that you comply with all instruction signage and abide by food hygiene best practice - [Safer food, better business \(SFBB\) | Food Standards Agency](#).
- h) Please take extra care to ensure that all water taps and heaters are turned fully off at the end of your hire period.
- i) Please take extra care when opening and closing the kitchen shutters (roller and door) to ensure that no injury is caused (trapped fingers). The roller shutters should only be operated by those

aged 18 or over. The roller shutter is operated via the key switch in the kitchen. Please leave the key in the mechanism and do not remove.

Consideration of others

- a) Please ask your users to leave quietly at the end of your activity or event. Car doors banging and loud talk are disturbing to local residents.
- b) Please keep noise levels inside the building to a reasonable level which respects our neighbours.
- c) Please be considerate of other users of The Hall who may be using other spaces to those you have hired.
- d) Please leave all the areas hired in a clean and tidy condition ready for the next user. This includes ensuring that any mud or litter arising from activities undertaken is removed and wiping clean table tops before they are stacked. You are responsible for checking this and the condition of the toilets at the end of the hire period.

Faults or damage

- a) Please report to Sportily any faults, hazards, damage or lack of services (e.g. water) to us as soon as possible so that we can rectify the situation as quickly as we are able.

Evacuation Plan

(A copy of the Emergency and Evacuation Plan can be found on the noticeboard in the foyer)

Primary and alternative exit routes from the building are clearly marked throughout with illuminated directional exit signs.

The Designated Assembly Point is indicated by a sign and located at the far end of the car park.

In an evacuation situation:

- The leader of your group should have explained the evacuation procedure to all those attending their activity.
- Please do not stop to collect belongings or put things away.
- Please assist those needing help, such as children or those with disabilities or special needs, where it is safe to do so without endangering yourself or others.
- Please do not attempt to remove your car from the car park.
- All persons must assemble at the **Designated Assembly Point** signed in the car park.
- Group leaders will account for those present at the assembly point against the attendance list for their activity and report any missing persons to the emergency services on their arrival.
- You must not re-enter the building until given the all clear by the emergency services.

- The exit from the sports hall into the school site is not in use as it does not offer a route to safety as the school is a secure site.

