

Bishopsteignton Community Centre

Registered No. 1180685



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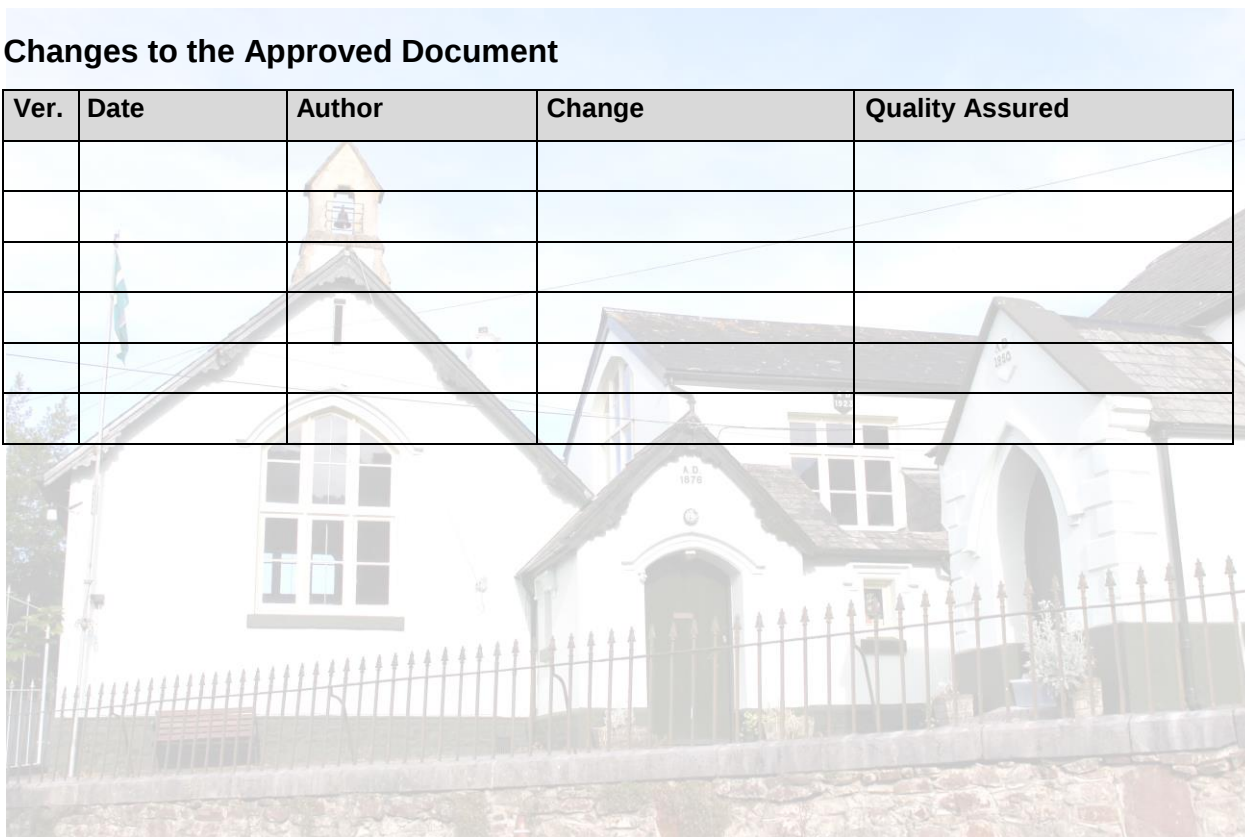
Document History

Document History

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1. Contacts

If you have any queries, please contact in the first instance the Caretaker on 07769 288037 on or the Booking Manager on 01626 775234 (daytime only)

2. Opening the Community Centre

2.1 General Opening

The Centre will be opened by 9.00am every morning when the centre has been booked out. If you are using outside caterers, contractors, bar staff or entertainers you should ensure that they are aware of the hire period you have booked the centre for and that they will not be able to enter before or leave after the hire period.

Please contact the Caretaker (details as above) if you have a problem gaining access to the centre.

On leaving the centre it is **IMPERATIVE** that you turn the heating down, ensure, if you have used the kitchen, that all appliances are turned off, turn the lights off and close all doors. The main centre door (s) will be locked by the Caretaker.

2.2 The Hawkins Room (will accommodate 32 persons seated and 50 persons standing)

On leaving, it is **IMPERATIVE** that you turn off all lights and close the door.

2.3 The Robinson Room (will accommodate 180 persons seated and 280 persons standing)

On leaving, it is **IMPERATIVE** that you turn off all lights and close the door.

3. Leaving the Community Centre

On leaving the centre, ensure that:

- All tables and chairs are stacked away correctly (Please refer to the layout pictures in the room)
- All kitchen equipment is washed, dried and put away and that the floor is swept (blue bucket and brushes only should be used in the kitchen)

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- Heating must be returned to its original setting (10 degrees)
- All external and internal lights to be switched off
- The outside security lights are 'motion activated' and will 'switch' on and off automatically

4. Toilets

The toilets are accessed via the long corridor by The Hawkins Room and the connecting doors will be unlocked. The toilets will have been cleaned and re-stocked prior to your hire. However, if you have an issue, please ensure these are reported on the sheet provided at the back of each toilet door.

Please ensure that the facilities are left as there were at the start of your hired session. The state they are left in could mean that part of your deposit is not returned

5. Heating

The heating for The Hawkins and Robinson Rooms are set on a timer by the Caretaker, who has programmed the heating use for the centre. Please feel free to alter the thermostats to your desired temperature and radiators in each room will warm up. At the end of your hire session please ensure that you return the heating to 10 degrees so that the centre is not heated unnecessarily and money wasted.

6. Kitchen

Hire and use of the kitchen is an additional extra to hiring The Robinson Room. The fully functionally kitchen is available however, if you are intending to use it this must be indicated at the time of booking The Robinson Room as the kitchen's use is subject to an additional charge. If the kitchen is used it must be left in the condition it was when your hire session commenced; failure to do this could result in your deposit or part thereof being withheld.

6.1 Dishwasher

The use of a dishwasher is available for hirers of any room but it must be unloaded at the end of your hire. Please follow the instructions carefully and ensure that the filter is in place before using.

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6. Safety

The Community Centre has a No Smoking Policy throughout and if people do smoke outside it is your responsibility as the hirer to ensure that cigarette butts, dis-guarded matches, etc are cleared up.

The Community Centre's Health and Safety book is kept in the kitchen (opposite the fridge/freezer). A small first aid box is located on the wall in the kitchen. If any accidents happen during your hire period please ensure this is documented in the H&S book along with what was used from the first aid box so it can be followed up.

6.2 Fire Prevention Measures

Integrated smoke detectors are installed in the main hall, The Robinson Room, The Hawkins Room, the kitchen (and a heat detector) and the hallway to the toilets. Fire extinguishers are located in the kitchen (where a fire blanket is also to be found), the main entrance, the rear entrance, The Robinson Room and The Hawkins Room.]

Fire extinguishers are serviced annually and smoke detectors and fire alarms are tested monthly.

6.3 In the Event of Fire

In the event of a fire, the centre should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999. The exact location of the nearest telephone, (NB: the centre does not have a telephone), fire exits and fire extinguishers must be noted before the centre is occupied and the manner of opening fire doors should be made known to your guests along with the meeting point which is Shute Court (across the road).

7. Regular Centre Users

Representative of all clubs, societies and other groups who regularly use the Community Centre are required

- Ensure that their members are aware and fully understand the Fire Risk Assessment found on the notice board in the Robinson Room along with showing the means of escape and location of the fire extinguishers
- Conduct annual fire drills in accordance with instructions
- Clean out their cupboards annual and ensure that no flammable items (ie: fuels, combustible cleaning materials etc) are stored

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- Report any damage or defects to the Caretaker on 07769 288037 or Booking Manager 01626 775234 (daytime only) or email Bishopsteigntoncc@outlook.com
- On the discovery of a fire the fire alarm should be activated, the centre evacuated in an orderly manner using the appropriate exits and Fire Brigade called by dialling 999
- In the event of the fire alarms being activated ensure that the occupants follow the instructions on the Fire Notices displayed in the building

8. Incidental, Special and One-Off Users/Hirers

All incidental, special and one-off users/hirers of the Community Centre will be required to:

- Ensure that all attendees of their functions understand the requirements of fire prevention in the building and they will be required to sign the use and instructions that include the relevant details
- Report any damage or defects to the Caretaker on 07769 288037 or Booking Manager 01626 775234 (daytime only)
- On the discovery of a fire the fire alarm should be activated, the centre evacuated in an orderly manner using the appropriate exits and Fire Brigade called by dialling 999
- In the event of the fire alarms being activated, ensure that the occupants follow the instructions on the Fire Notices displayed in the building
- The exact location of the nearest telephone, (NB: the centre does not have a telephone), fire exits and fire extinguishers must be noted before the centre is occupied and the manner of opening fire doors should be made known to your guests.

9. Telephone

The Community Centre does not have a telephone.

10. Car Parking

The centre does not have a car park but a car park is situated at the Fore Street end of Bishops Avenue. If you and your guests are parking on the road please do so considerately ensuring that driveways are not blocked.

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11. Consideration for Others in the village

Please ask your guests to consider those living near the centre and where they have parked their cars and to leave quietly at the close of the event especially if it is an evening event

12. Clearing and Decorations

Please leave the Community Centre clean and tidy and take your waste home with you or use the external bins/boxes provided outside: grey for general waste, black for tins and plastic, green for cardboard and glass, blue for food waste.

- Ensure that table tops are wiped clean and dried before being stacked
- Do not use drawing pins, blue tac, Sellotape or staples on the walls or any other surfaces
- Do not fix decorations near light fittings or heaters. All decorations must be removed and taken away with you
- Mops, dustpans and brushes can be found in the kitchen and ensure these are returned after use

13. WiFi Services

13.1 Use of WiFi Services

When using the WiFi services you agree at all times to be bound by the following provisions:

- not to use the WiFi service for disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws
- transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice
- interfering with any other persons use or enjoyment of the WiFi service
- making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- to keep any username, password or any other information that forms part of the WiFi services security procedure confidential and not to disclose it to any third party

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13.2 Termination of the WiFi Services

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these conditions including without limitation:

- if you use any equipment that is defective or illegal
- if you cause any technical or other problems to our WiFi service
- if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service
- if you resell access to our WiFi service
- if you use our WiFi service in contravention of the terms of these conditions

13.3 Availability of WiFi Services

- although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times
- it is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and stitched on. The availability and performance of our WiFi service is subject to all memory, storage and any limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main centre
- we are not responsible for data, messages or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage or service limits, suspend service or block certain kinds of usage in sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary bases on configuration, compression and network congestion

13.4 Privacy and Data Protection

- we may collect and store personal data through your use of our WiFi service
- we may process all information about you that is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service
- by using our WiFi service, you agree to the terms of this Clause

When using the WiFi service you, as the Hirer, agrees at all time to be bound by the following provisions and not to use the WiFi service for any for the following purposes:

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- disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws
 - transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice
 - interfering with any other persons use or enjoyment of the WiFi service
 - making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
-
- to keep any username, password or any other information that forms part of the WiFi service security procedure confidential and not to disclose it to any third party.



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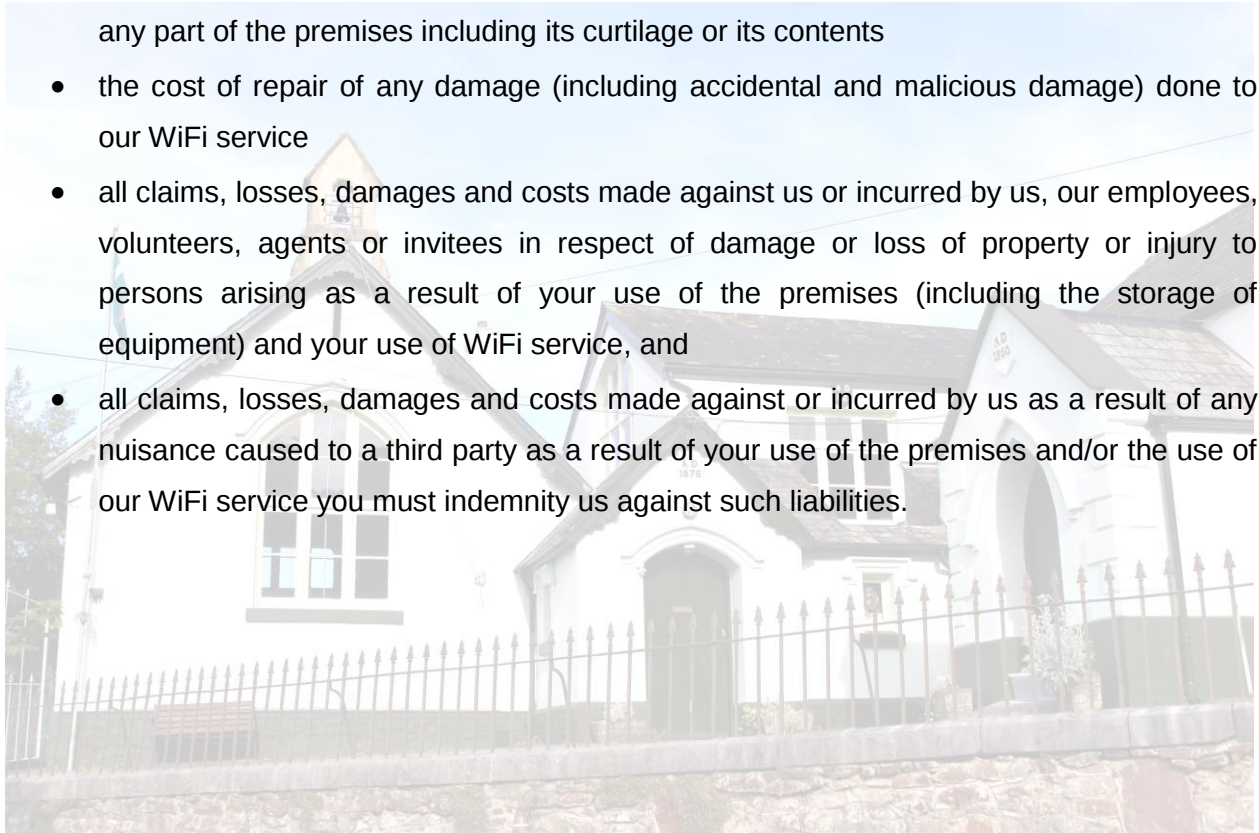
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14. Faults/Damage/Comments

Any faults or damage should be reported on the form attached to the wall in the kitchen as soon as possible or to the Caretaker on 07769 288037 so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the centre. Bishopsteigntoncc@outlook.com

The hirer will be responsible for:

- the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
- the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service
- all claims, losses, damages and costs made against us or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of WiFi service, and
- all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service you must indemnify us against such liabilities.



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15. Appendix

15.1 Fault/Damage Form

Information Requested	
Name	
Email	
Contact Phone Number	
Date	
Time	
Room	
Repair/Fault Details	
Additional Comments	