

# The Downley Old School Community Association



## THE COMMUNITY CENTRE

### How to make a booking

#### DOSCA Booking Contacts

- Bookings Manager.....Anna Braisher.....tel: HW442719
- Library Answerphone.....tel: HW528133

#### General

Information about Hire Charges, Surety Deposits, Safety Instructions, Standard Conditions of Hire and examples of the different types of Booking Form are included in this document. Additional copies of Booking Forms can be obtained from the Community Library. You can also contact the DOSCA Bookings Manager for further information.

#### Booking Forms

There are two types of Booking Form available:

- [Single Event Form](#) - Use this form if you want to book the Community Centre for a party, a single meeting or a jumble sale etc.
- [Repeat Event Form](#) - Use this form to make a block booking of dates throughout the year.

#### Booking Procedure

- Using the appropriate Booking Form, complete all the required details including the costs for the Room Hire and the Surety Deposit.
- You need to complete 3 copies of the Booking Form. Retain one copy for yourself and either send, or give, the other 2 copies plus the required cheque payment to the DOSCA Bookings Manager. This must be done [at least 5 days](#) before the date of hire. E-mail bookings will be accepted, provided the payment is handed to the Bookings Manager within the required time stated.
- The Bookings Manager retains one copy and checks the master programme and, provided the required date/s and time are available, enters the details on the programme. If the dates are not available, you will be notified accordingly.
- The third copy of the Booking Form, together with the cheque payment, is passed by the Bookings Manager to the DOSCA Treasure, Ken McClean.
- A written confirmation of the booking is sent by the Bookings Manager to you, the person making the booking.
- The Booking Manager liaises with the DOSCA Caretaker to ensure that the Community Centre is unlocked for the hirer's use and that inspections of the premises are conducted before and after use by the hirer.

# The Downley Old School Community Association



## SINGLE EVENT BOOKING FORM

Please retain one copy and return the other two copies with payment  
to: Mrs A Braisher, DOSCA Bookings Manager  
, 48 Westover Road, Downley, HP13 5HX Tel: High Wycombe 442719  
(see Notes 1—3 overleaf)

Booking Reference		Tick the appropriate box	
Hirer's Details		Commercial Let	
		Non-Commercial Let	
Name of Organisation			
Name of Person making the booking (see Note 4 overleaf)			
Billing Address			
E-mail			
Telephone Number			
Booking Details			
Date required			
Time required	From:		To:
Rooms required e.g. Oak and/or Beech			
Purpose of booking			
Approximate number attending			
SURETY	£100 cheque to be deposited with DOSCA *		
CHARGE (see overleaf for scale of charges)			
TOTAL CHARGE			

\* Cheques to be made payable to: [The Downley Old School Community Association](#)

Standard Conditions of Hire and an outline plan of the Old School Building showing fire exits are attached to this booking form.

Please sign below to confirm that you have read and agree to abide by the terms and conditions of hire. Note that any misstatement or misrepresentation will invalidate this booking.

Signed: ..... Dated: .....

# The Downley Old School Community Association



## REPEAT EVENT BOOKING FORM

Please retain one copy and return the other two copies with payment to: Mrs A Braisher, DOSCA Administrator, 48 Westover Road, Downley, HP13 5HX Tel: High Wycombe 442719 (see Notes 1- 3 overleaf)

Booking Reference		Tick the appropriate box	
Hirer's Details		Commercial Let	
		Non-Commercial Let	
Name of Organisation			
Name of Person making the booking (see Note 4 overleaf)			
Billing Address			
E-mail			
Telephone Number			
Booking Details			
Number of days booked			
List dates required			
Time required	From:	To:	
Rooms required e.g. Oak and/or Beech			
Purpose of booking			
Approximate number attending			
SURETY	£100 cheque to be deposited with DOSCA *		
CHARGE (see overleaf for scale of charges)			
TOTAL CHARGE			

\* Cheques to be made payable to: [The Downley Old School Community Association](#)

Standard Conditions of Hire and an outline plan of the Old School Building showing fire exits are attached to this booking form.

Please sign below to confirm that you have read and agree to abide by the terms and conditions of hire. Note that any misstatement or misrepresentation will invalidate this booking.

Signed: .....Dated: .....

# DOWNLEY OLD SCHOOL COMMUNITY CENTRE

## STANDARD CONDITIONS OF HIRE

N.B. The "COMMITTEE" refers to Downley Old School Community Association Management Committee

### 1. RESTRICTIONS ON USE OF PREMISES

THE HIRER shall not use the premises for any unlawful purpose or in any unlawful way nor do anything on or bring on to the premises anything, which may endanger the same or any Insurance Policy in respect thereof. THE HIRER shall ensure that all those using the premises conduct themselves responsibly when inside or outside the building with respect to the proper purpose of the premises, other users of the premises, the village precincts and residents living nearby. THE HIRER shall ensure that neither they nor any of their visitors or guests cause any nuisance to the owners or occupiers of adjoining or neighbouring properties in any way. In particular the use of discotheques or amplified music after 9pm is expressly prohibited. THE HIRER shall ensure that all precautions are taken to prevent the occurrence of a fire due to any item(s) brought into the building as a result of the booking. Under no circumstances may inflammable liquids and or gases be brought onto the premises. THE HIRER is responsible for ensuring that fire exits from the premises are left clear at all times during the period of the booking, and on leaving the premises. THE HIRER is reminded that the committee operates a NO SMOKING Policy through out all of the premises.

### 2. SUPERVISION

THE HIRER shall, during the period of the Hiring, be responsible for the supervision of the premises and the contents. THE HIRER shall also be responsible for the behaviour of all persons entering using the premises whatever their capacity.

### 3. HEALTH & SAFETY

THE HIRER is responsible for undertaking sufficient risk assessments for their activities on the premises and the provision of adequate first aid personnel and equipment in the event of any accidents.

### 4. FIRE PROCEDURES

THE HIRER is responsible for familiarising themselves with the Alarm Call Points, Emergency Exits, Evacuation Assembly Areas and with the areas they are hiring and ensure that all members of their group are aware of the Fire Emergency Procedures.

### 5. ACCIDENTS AND DAMAGE

THE COMMITTEE must be advised immediately of any accident involving injury to any person or damage to property arising out of the hire of the premises.

### 6. SUB-LETTING

THE HIRER shall not sub-let the premises nor any part thereof nor assign their rights as User.

### 7. INDEMNITY OF THE COMMITTEE

THE HIRER shall indemnify THE COMMITTEE against: -

- (a) The cost of loss or damage caused to the premises and the contents arising out of the Hire.
- (b) All claims in respect: of any loss, damage, injury or death to persons which may be caused by THE HIRER, his servants, agents, workman, sub-contractors or any other person whose presence arises out of or is incidental to the Hire of the premises.

### 8. CLEAN CONDITION ETC. ON VACATING ROOMS

THE HIRER shall, at the end of the period of Hire, remove from the premises all goods, articles and equipment that THE HIRER has brought on to the premises. THE HIRER shall also replace in their usual positions any chairs, tables and equipment being the property of THE COMMITTEE, used or moved during the period of Hire. THE HIRER shall be responsible for leaving the premises clean and free from litter, all windows closed, all lights, wall heaters, water heaters and taps turned off and the doors properly secured on leaving, failure, to do so could result in a charge being levied on THE HIRER as compensation to THE COMMITTEE and be deducted from the surety initially deposited. After a jumble sale THE HIRER shall ensure that all items remaining and packing materials are taken completely away from the premises and NOT left in or outside the premises. THE HIRER shall ensure that all their litter/rubbish is removed from the premises and not be deposited in the wheeled bins outside the Community Centre.

### 9. RATES OF HIRE

It is a policy of THE COMMITTEE to review rates of hire annually with any changes being implemented on the 1<sup>st</sup> April each year.

### 10. INVOICING AND PAYMENT

- (a) Block bookings will be invoiced every quarter or as otherwise agreed with the HIRER.
- (b) Casual 'one off' bookings will be invoiced in advance and must be paid for before the hiring date.
- (c) Payment of invoices for block bookings will be made by THE HIRER within 14 days of issue and cheques must be made payable to THE DOWNLEY OLD SCHOOL COMMUNITY ASSOCIATION.

### 11. CHANGEOVER

Set up and set down time is included in the hour session and it is a policy of THE COMMITTEE that should a HIRER fail to adhere to these guidelines a financial penalty of half an hour charge will be incurred.

### 12. BOOKINGS

THE HIRER must make bookings on an official booking form and there must be at least 5 working days between a request and the hire date. A booking will only be confirmed after the appropriate forms have been completed and the appropriate paperwork supplied by THE HIRER. The booking process may be accomplished by e-mail.

### 13. CANCELLATION OF HIRING

THE COMMITTEE reserves the right to cancel this Hiring :

- (a) In the event of the building becoming unfit for use or being required by a statutory body e.g. for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case THE HIRER shall be entitled solely to a refund of any moneys already paid.
- (b) In the event of non-compliance with any of the Conditions of Hire or Hire Agreement by THE HIRER or any persons for whom he is responsible under condition 2, in which case THE COMMITTEE shall not be liable to make any refund of moneys paid, or any other compensation whatsoever.

# Fire Safety

**Exits and Routes.** In addition to the Main Entrance, on the east of the building, there exist two additional Fire Exits located on the south and west sides, enabling egress from the Oak Room/Library and the Kitchen/Beech Room respectively. All emergency exits and escape routes are signposted and are provided with emergency lighting, in accordance with Health and Safety Regulations. Warning notices are also posted to ensure that internal 'fire' doors remain closed and escape routes are kept clear of obstacles.

**Action in the Event of Fire.** Fire Notices, detailing the action to be taken in the event of fire in the Community Centre, are displayed prominently throughout the building. It is the responsibility of persons in charge of courses/activities, conducted in the Community Centre, to notify all their students/participants of the appropriate action to be taken in the event of a fire and to show them the fire emergency exits, the emergency assembly points and the routes used to evacuate the building. *It should be noted that a telephone (located in the Library) is available for emergency use.*

**Emergency Assembly Points.** In normal circumstances, the primary emergency assembly point will be in the car park, opposite the main entrance, at the front of the building. Should egress to the primary assembly point be denied by fire, then persons evacuating the building should proceed to the secondary assembly point which is adjacent to the Chapel Street gate, at the rear of the building. *It should be noted that development of the Middle School site may necessitate a re-location of the primary assembly point*

**Escape Routes.** Although in the event of a fire in the building the safest routes to escape the Community Centre will be dependent upon the site of the fire, the routes recommended to be used to escape the Community Centre are as follows:

<b>From</b>	<b>Egress</b>	<b>Exit</b>
Kitchen	Direct	Kitchen Fire Exit
Beech Room	Via Front Entrance Hall	Main Entrance Fire Exit
Oak Room	Rear Entrance Corridor	Fire Exit opposite Library Entrance
Library (Ash Room)	Direct	Fire Exit opposite Library Entrance

*See the floor plan of the Community Centre for details of the Fire Exits.*

**Fire Drill.** Persons in charge of courses or activities, organised on a regular basis in the building, should practise their students/participants, at least once a month, in the fire drill required for safe evacuation of the building, and maintain a record of these fire drills.

**Safety Equipment.** A manually operated Fire Alarm is situated just inside the Main Entrance. Other fire safety equipment, such as CO<sub>2</sub> /water extinguishers and fire blankets, is installed at appropriate points throughout the building as recommended by the Chartered Institute of Environmental Health. The location of this safety equipment is indicated on the Floor Plan.

**Training and Instruction.** All organisers of activities conducted on a regular basis in the DOSCA Community Centre should ensure that their staff, whether they be paid employees or voluntary helpers, receive fire safety instruction and training, appropriate to their responsibilities, at least once every six months and maintain a record of this training. In the case of new staff, this instruction and training should be given as soon as possible after appointment.

## Calling the Fire and Emergency Services

- Use your mobile phone (if you have one with you at the time of the emergency) to call the Emergency Services as follows:
  - Dial 999.
  - State the service required, i.e. Fire or Ambulance.
  - State the address of the emergency and give directions if required. The current address is: Downley Old School Community Centre, School Close, HP13 5TR
  - If necessary, state the telephone number on which you can be contacted.


## Location of Fire Safety Equipment



**Key:**

 Water filled extinguisher

 Fire blanket

 CO<sub>2</sub> filled extinguisher

# Standing Instructions

## **1. Fire Exits**

Do not block or obstruct access to the fire exits.

Do not lock or bolt fire exits.

Check that the fire exit opposite the Library entrance has been unbolted.

## **2. Safety Equipment**

Do not tamper with the fire safety equipment unless using it in the event of an emergency.

Supervisors are responsible for ensuring that the children in their charge do not tamper or generally interfere with the fire safety equipment, nor with the electrical socket safety covers. These safety covers are to be replaced after use of the sockets.

## **3. Smoking**

Smoking in the building is prohibited.

## **4. Furniture**

When stacking chairs, ensure that the chairs face the wall. This prevents the chair stack toppling into the room and injuring occupants. Do not allow more than 6 chairs per stack.

## **5. General Room Tidiness**

Collect your rubbish and place it in the appropriate bin (waste paper in the green paper box and non-recyclable material in the pedal bin).

Mop up liquid spillages immediately. Paper towels are available in dispenser units located in the Kitchen, Oak Room and the Toilets. Use the kitchen caddy to dispose of the used paper towels.

Ensure that paint, glue, glitter and any other stains are removed from table surfaces at the end of your programmed session.

Do not leave equipment, books, toys, products or materials lying around at the end of your session.

If you use the blackboard and whiteboard in Oak Room, wipe them clean at the end of your session.

Should you need them, a vacuum cleaner, broom and dustpan and brush are available in the DOSCA Store located adjacent to the rear entrance/fire exit.

## **6. Incidents, Breakages and Repairs**

In the event of a serious breakage of equipment or damage to the building which necessitates immediate/urgent repair, inform by phone one of the following persons:

- |                       |                |              |
|-----------------------|----------------|--------------|
| ➤ Caretaker           | Rod Hermon     | 01494 449320 |
| ➤ Chairman DOSCA      | David Worsdall | 01494 526541 |
| ➤ DOSCA Administrator | Pam Brooks     | 01494 436161 |

Details of all repairs that may be required, and breakages and incidents are to be recorded in the Incident Book, which is located in Beech Room.

## **7. The Kitchen**

Children are **not allowed** in the Kitchen unless supervised by a member of staff.

Perishable food items stored in the refrigerator are to be regularly checked to ensure they have not exceeded their 'use by date' and are fit for consumption.

There is a legal requirement that food stored in the refrigerator be kept at a temperature of 8°C or below. In practice, the thermostat of the DOSCA Kitchen refrigerator is set at 5°C and must be checked regularly to ensure that the 'fridge is cold enough. A log of the operating temperature is to be recorded weekly.

Food items, this includes drinks, are not to be stored under the sinks nor on the floor.

All working surfaces and tops of kitchen equipment are to be kept clean and clear of any miscellaneous items; such items should be stored in the nominated cupboard. Cleaning materials and refuse bags are available in the Common Users Cupboard adjacent to the Library.

All kitchen equipment is to be wiped clean after use. Extra care is to be taken to ensure that both the microwave and refrigerator are free of food debris, grease and spillages.

Kitchen waste is to be managed as follows:

- Use the green waste paper boxes, located in Oak Room and the Library, to dispose of clean waste paper and cardboard.
- Use the large plastic bin, with an orange coloured lid, in the Kitchen to dispose of clean plastic bottles (both milk and squash drink bottles) and aluminium/tin cans.
- Use the green kitchen caddy to dispose of all waste food products, used tea bags and paper kitchen towels. At the end of your programmed session, empty the recyclable kitchen waste in the green 'wheelie bin' outside the main door to the building.
- Use the stainless steel pedal bins for the disposal of all other kitchen waste such as plastic wrapping, heavily soiled paper and cardboard. Ensure that the bin contains a bin liner.

The Kitchen is reserved solely for the preparation and dispensation of food items and the storage of the necessary kitchen equipment, crockery and materials. It is not to be used as a storage area for any other items equipment.

For Health & Safety reasons, a colour code for the washing-up bowls is to be enforced in the DOSCA Kitchen as follows:

Colour	Use
Ivory	Crockery Cutlery Glassware Tuppaware type items
Sage	Salad items Vegetables and fruit Other fresh food items
Black	Paint pots/palettes Paint brushes Plastic toys Other miscellaneous items

### **8. Toilets**

In order to prevent blockages of the sewerage system, used paper towels are not to be flushed down the toilets but are to be disposed of in the appropriate flip top/pedal bin for recycling. Children should be regularly reminded of this Instruction.

### **9. Electrical Equipment**

It is the policy of the DOSCA Management Committee that, after use, the power supply to all electrical and electronic equipment, except the refrigerator in the Kitchen, is to be switched off at source (at the electrical socket) and not be left in the 'stand-by' mode. This is to minimise the potential hazard of spontaneous electrical fire and to reduce energy consumption.

### **10. Push Chairs and Buggies**

The presence of push chairs and buggies in the building may present an obstacle to safe evacuation in the event of an emergency. They are not, therefore, to be brought into the Community Centre but be left outside the building.