

# Terms and Conditions of Room Usage

When using a 29 Church Street Room or Hall all users are understood to have agreed to adhere to the following Terms and Conditions:

1. The hall is generally available Monday to Sunday 9am to 10pm.
2. The hall can be hired for half a day (9am – 1pm or 1pm to 5pm) or a whole day (9am to 5pm) or evening (after 5pm).
3. Hire costs are £80 for a half day, £150 for a full day and £26.50/hour for any out of hours additions.
4. No food or drink is provided in the hall hire cost, hall hirers are advised to bring their own supplies.
5. There is a kitchen with a fridge and kettle.
6. All bookings must clear the room by their allotted time, failure to do so will result in additional charges being applied to the booking
7. Hirers must contact SCVS to arrange for key collection at least a day before the day of hire – to be collected between the hours 9am - 4pm. Hirers must also report in and out with SCVS prior to and after using the hall during office hours.
8. Out of hours access will be provided by a special process documented in your booking confirmation.
9. All bookings will require a supporting email to [enquiries@sloughcvs.org.uk](mailto:enquiries@sloughcvs.org.uk) stating dates times, organiser name, phone number and acceptance of booking fee.
10. At least two clear working days' notice is required for all booking requests, including IT (Projector, Screen).
11. A copy of the booking reference/email must be taken to the room during use and produced where requested to assist security personnel in room checks. Failure to show a valid booking confirmation will result in eviction from the room.
12. Users of rooms are expected to comply with requests of the Security team.
13. Smoking is not permitted in any room.
14. Eating or drinking is permitted but hirers are expected to clear all waste at the end of each day.
15. Rooms should be left in a clean and tidy state, and returned to the layout which applied on arrival.
16. Activities in rooms should not cause disturbance to neighbours.
17. Performance related bookings are subject to additional terms, please ensure that you contact SCVS staff and clearly identify that performance space is required on any booking.
18. Users should ensure that the AV facilities in the room are used with due care and attention. The AV equipment is tested daily but if you have any issues with set up please contact 01753 524176.
19. Bookings relating to Children and Young People will require a responsible adult to supervise who will have all necessary safeguarding training and a valid DBS certificate in place.
20. Bookings must abide by the law.
21. The individual against whom the booking is made is responsible for ensuring adherence to the Terms and Conditions and for ensuring the state of the room after use.

22. The individual against whom the booking is made will be held responsible for the state of any booked room regardless of whether the room was used by the individual or not. If rooms are no longer required the booking should be cancelled with at least 24 hours notice, otherwise the individual retains responsibility for the booking costs. Users will be charged the full cost to rectify any damage caused to rooms within the duration of a booking.
23. Failure to comply with the terms and conditions of room use will result in permissions to use the facilities of 29 Church Street being revoked for the individuals involved.
24. In the event of an accident/emergency outside of office hours. This should be reported, via email with the relevant information, to the responsible member of staff at SCVS to log in the Accident Log book for 29 Church Street, the following day.