

# THE JUBILEE CENTRE

157 Southlands Road, Bromley, Kent, BR2 9QZ

## Using the Jubilee Centre

The Jubilee Centre is available for use by the wider community at the discretion of the Jubilee Church leadership team in accordance with the booking conditions outlined below.

### Booking conditions:

It is a condition of use that:

1. The signing of the Booking form automatically includes your agreement to these conditions of use.
2. Everyone using these facilities will do so with care and respect and will leave the building in the same state they find it.
3. Users where applicable will clean up, put all tables and chairs back where they were, wash up all cutlery and crockery and generally leave these facilities clean and tidy.
4. Users will only use those facilities agreed.
5. Users will be mindful that we have neighbours and keep any noise to a minimum.
6. Users will not enter or exit the building overnight between 11pm & 8am, except in an emergency.
7. Users will comply with all health & safety regulations.
8. Users will pay for any breakages or other damage that occurs during their period of use and draw any damage to the attention of the Centre Administrator. Any damage to the fabric of the building (e.g. windows) will be the subject of an invoice from the repairer.
9. All rubbish that does not fit in the bin must be taken away by the users after each period of use.
10. Users understand that the use of these facilities is entirely their responsibility and entirely at their own risk.
11. Users who are organisations must ensure they are fully insured relevant to the activities they take part in and for public and, if appropriate, employer liability while using the facilities.
12. If the user is working with children, young people or vulnerable adults, they must have their own appropriate safeguarding policies & procedures.

13. The user will not under any circumstances make additional copies of the key. Should the key be lost then the user will advise the Centre Administrator as soon as is practical and will be liable for replacing the lost key.

## **Ad hoc and Regular Use:**

### **14. Ad hoc use:**

- Ad hoc use is defined as being when a user wishes to use the facilities on a one off basis.
- Unless other arrangements are made the user will need to collect from and return the key to the Centre Administrator.

### **15. Regular use:**

- Regular use is defined as being when a user wishes to use the Jubilee Centre on a repeated basis over a period of time, for example on a weekly basis for 3 months or twice a month for 12 months.
- A named contact will be provided with a key, by arrangement, after satisfactory references and the signed contract have been received by the Centre Administrator. The key will be the responsibility of the user and shall be returned to the Centre Administrator once the user has finished their long term use of the facilities.
- A review will take place at appropriate intervals to ensure both parties are happy with the arrangements.
- Minimum donation values will be periodically reviewed to ensure that all costs are being covered.
- Jubilee Church reserve the right to cancel/alter long term agreements when there is a need by the church to use the premises ... this will be carried out with notice and consultation prior to any final decision being made.

## **Contacts:**

The Centre Administrator is **Tamsin Ruffer**: 020 8249 2801 or [info@jubileechurch.co.uk](mailto:info@jubileechurch.co.uk).