

DDCL Booking Form [A]

Use this form when event takes place during building opening hours & no fee payable

Name of Event			
Contact details of Hirer	NAME:		
	PHONE:		
	EMAIL:		
Day, time and frequency of event			
Date to commence event			
Nature of event <i>(details are useful so we can ensure the building fits your needs & that of other building users)</i>			
1. Is it open to the public?			
2. Can we advertise/market the event?			
3. Number of people expected?			
4. Will you be moving the furniture?			
5. Do you have a risk assessment for the event? <i>(if not complete the Safety Considerations check sheet)</i>	YES		NO
6. Any equipment or electrical equipment being brought into the building for use at the event			
7. Anything else to be considered			
I agree to the above terms and conditions of hiring the Denby Dale Community Library		DATE:	
Signature of Hirer			
Signature of DDCL			

Data Protection: We take your privacy seriously and will only use your personal information to provide the service you have requested from us. We would also like to contact you about ways you can support the Community Library including fundraising, volunteering and other events and activities.

If you consent to us contacting you for this purpose, please tick to say how we can do so.

Email: Phone: Text message:

DDCL Booking Form [B]

Use this form when event takes place outside of normal opening hours

Name of Event			
Contact details of Hirer	NAME:		
	PHONE:		
	EMAIL:		
Day, time and frequency of event			
Date to commence event			
Nature of event <i>(details are useful so we can ensure the building fits your needs & that of other building users)</i>			
1. Is it open to the public?			
2. Can we advertise/market the event?			
3. Number of people expected?			
4. Access time for set up?			
5. Finish time for locking up?			
6. Do you have a risk assessment for the event? <i>(if not complete the Safety Considerations check sheet)</i>		YES	NO
7. Any equipment or electrical equipment being brought into the building for use at the event			
8. Will you be moving furniture			
9. Anything else to be considered			
Cost per session £			
DDCL bank detail provided			
I agree to the above terms and conditions of hiring the Denby Dale Community Library			DATE:
Signature of Hirer			
Signature of DDCL			

Data Protection: We take your privacy seriously and will only use your personal information to provide the service you have requested from us. We would also like to contact you about ways you can support the Community Library including fundraising, volunteering and other events and activities.

If you consent to us contacting you for this purpose, please tick to say how we can do so.

Email: Phone: Text message:

Terms and conditions for using our building

Welcome to our building.

This is a shared community space with a wide range of users. As it is open plan, we ask everyone to show respect for each other. Any current Covid prevention measures must be adhered to whilst inside the building. These will be clearly displayed at the entrance.

Within our building we have one part dedicated to the library (the far left, as you enter), one part dedicated to The Kirkwood cafe and gift shop (to the right, as you enter) and a shared space in-between, which can be used by anyone. We do not have any private space available for users.

Well-behaved dogs are welcome in the building. We ask that you keep them on a short lead and that you do not allow them into the children's section of the library (where children are likely to be sitting on the floor).

Please use headphones if you want to listen to the audio on your computer, tablet or phone.

No smoking (including electronic cigarettes) is allowed anywhere inside the building.

Adults are responsible for the behaviour of any children in their care.

No abusive, threatening, obscene language or physical abuse will be tolerated.

If there is a problem, please speak with one of the staff or volunteers, at either the library desk or the cafe.

Contact our Booking Coordinator for further information either by leaving your details in the library or e-mailing chair@ddcp.org

Groups, events and bookings in building opening hours

1. Community groups are welcome to use our building during normal building opening hours (i.e. when either the cafe or library is staffed) without charge. Refreshments can be purchased from the cafe when it is open. The kitchen may be available for groups to use when the cafe is closed, subject to agreement with The Kirkwood.
2. Regular group meetings are welcome, especially if they are open to all members of the community. We are happy to publicise group meetings on noticeboards and via social media.
3. We recommend you come in and look at the building to make sure it fits your needs. You will need to take into account other people using the building both in library and cafe. We have a number of regular events and groups that meet here during the day; contact us to find out when, to avoid clashes.
4. We have two large tables in the shared area and 20 chairs (more are available). There are smaller tables in the cafe. If your group has special requirements or if you are worried that you might disturb other users of the library or cafe, please speak to the staff or volunteers. We try to make everyone welcome so we are sure we can help!
5. Booking Form [A] must be completed by groups who wish to use our building during normal operating hours. This provides us with relevant information and detail, for example the contact details of the Hirer so we can inform you if we need to close the building for any reason. Also information to ensure our building is suitable your needs and the needs of other building users. A Health & Safety Considerations Checklist also requires completion if a Risk Assessment is not provided.

Bookings outside of building opening hours

1. Our building can be booked outside of the building's normal opening hours. Any booking is made on the understanding that the Hirer, as named on the Booking Form, accepts these terms and conditions.
2. All bookings must be made using the Booking Form [B]. A Health & Safety Considerations Checklist also requires completion if a Risk Assessment is not provided. Verbal bookings will be considered provisional and will only be held for 2 weeks.
3. We strongly recommend you visit the building and discuss your requirements with us (Ideally with the Booking Coordinator present) before making a booking to make sure it fits your needs.
4. Bookings will only be accepted if the Trustees are happy that the proposed use is sensible given the space and facilities available. Our Bookings Policy is available from our website.
5. The charge for booking for community groups is normally £25 for up to 3 hours. Prices for commercial events will be dealt with on an individual basis. The charge is normally payable in advance of the event, preferably through online banking. Discounted prices may be available for multiple bookings.
6. The Hirer will be held responsible for any damage to, or loss of, the building, furniture, equipment or crockery. Please inform us on the day of hire if there has been any damage or loss to either the premises or property during your usage. If, in the opinion of the Trustees, the damage/loss goes beyond that of normal wear and tear, the Hirer will be asked to make good or cover the cost of repair or replacement.
7. DDCL reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond DDCL's control. DDCL will refund any money paid in advance. DDCL does not accept any liability for losses incurred due to the cancellation of an event.
8. The Hirer may use the kitchen facilities to make hot drinks using the kettle, crockery and cutlery provided, subject to agreement with The Kirkwood. The Hirer must provide their own tea, coffee, milk, biscuits etc. Use of The Kirkwood cafe equipment (coffee machine, toaster, microwave etc.) is NOT allowed (as they are subject to strict environmental health inspection and rules). The Hirer is responsible for making sure this equipment is not touched.
9. Entertainment or other equipment can only be brought into the Community Library following discussion and agreement with the Trustees. The Hirer is responsible for complying with Performing Rights Society (PRS) regulations if relevant.
10. Any electrical equipment to be used in the building must either be under 12 months old or have a current PAT (Portable Appliance Testing) certificate.
11. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture.
12. In accordance with DDCL's fire safety policy, the maximum capacity of the Community Library is 60 people, but lower numbers are recommended given the space available, especially if seated. We can make 40 chairs available.
13. Fire exits and extinguishers are to be kept clear and visible at all times.
14. In accordance with legislation, no smoking is permitted anywhere on the premises and no alcohol can be bought or sold for consumption on or off the premises.
15. For health and safety reasons, if the wheeled bookshelves need to be moved, please do so in accordance with the procedure attached as Appendix 1. No furniture may be brought into the building without prior approval.
16. The Hirer will be the responsible person for all health and safety matters relating to the event being booked for and should be present at the event to deal with any health and safety matters that occur. If

the Hirer delegates this responsibility to another person attending the event, the name of that responsible person must be advised on the booking form. The Hirer should have any necessary insurance cover if applicable.

17. The Hirer is responsible for ensuring that people attending the event are aware of the fire evacuation procedures, including the location of the fire exits, and for checking that everyone attending the event has left the building in the event of an emergency evacuation.
18. People attending the meeting may use the car park at their own risk but they must drive in a safe manner and park so as not to obstruct emergency vehicles and other users of the car park.
19. The Hirer is responsible for the conduct and behaviour of all people attending the event. DDCL reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.
20. For one off events, the Community Library will normally be opened and closed by one of the Trustees or volunteer Caretakers. For longer term bookings a door key and alarm fob will be provided to the Hirer after suitable training by a Caretaker. When this happens, the Hirer will be responsible for returning the key and fob at the end of the tenure and for maintaining confidentiality of the key code.
21. DDCL accepts no responsibility for the property of people attending or organising an event. Vehicles and their contents are parked in DDCL's car park at their owners' risk. DDCL accepts no responsibility for any loss or damage incurred thereto. Any property brought onto the premises or left in the car park is done so entirely at the owners' risk.
22. The Hirer is responsible for leaving the Community Library and car park in a clean and tidy condition, with any contents temporarily moved from their usual position properly replaced. Any rubbish created by the event must be removed from the building. If the kitchen has been used, the Hirer must make sure that the floor and counters have been swept or wiped and that used crockery and cutlery is washed or stacked in the dishwasher.

Procedure for moving the wheeled bookshelves (H&S Policy)

Appendix 1

Please read in full before attempting to move them

- Before starting to move shelving, be clear where you are going to move it to and plan the shortest route to the new location.
- Make sure there are no obstacles in the way; in particular, make sure other people in the building are well clear of the bookshelves and the route you are taking them.
- A minimum of two people should move each bookshelf. If Hirers move shelving with less than two people, they do so at their own risk.
- Put any items on top of the bookshelves flat so they cannot fall.
- The shelving should be moved lengthways by pushing/pulling the ends; do not attempt to move the shelves by pushing/pulling from the sides.
- There are brake levers on some of the wheels which you need to release before you start the move. These are very stiff – use your foot to release them (NEVER your hands) and only when wearing a full shoe, not an open toed sandal.
- Once the shelving is in its new location, ensure that the wheels are lined up with the shelving or pointing inwards; if the wheels are pointing outwards they can present a trip hazard.
- Apply the brakes using your foot, noting the guidelines above.

The book shelves should be returned to their original positions at the end of the event/activity following the above instructions. The correct positions are marked on the floor using tape.