



## **Trawden Forest Community Centre Conditions of Use for TFCC groups 2026/28**

These Conditions of Use must be agreed to by all hirers of the Centre, including groups being provided through TFCC, who will be asked to agree to these annually.

Failure to comply with the Conditions of Use may result in the termination of the group, if agreement cannot be reached.

Please read them and let us know by email if you agree to them.

### **Cancellations**

We ask that group leaders give 4 weeks notice where possible if they wish to miss a session (but we appreciate that this is not always possible). This is to enable us to book the rooms out to others if possible.

### **What's included:**

- Room ready to use (usually empty with chairs stacked to the sides), unless your booking includes room dressing (see below).
- Use of chairs, tables, sound equipment.
- Full use of the kitchen, including all equipment.
- Use of the allocated room, kitchen and toilets only.
- Please be aware that there may be another group using the centre at the same time as you. This would then mean shared use of the kitchen and toilets.
- Access to basic cleaning materials.
- Group leaders may be issued with their own key, particularly if their sessions start or end when the shop is closed.
- We will provide information on request about how to use any of the Charity's equipment needed during your event.
- A first aid box is located in the kitchen along with the accident book, a biohazard kit and a sharps box.

- Maximum numbers are 90 for the main hall and 20 for the lounge (110 in total for the full Centre).
- Tea, coffee and squash are provided in the kitchen to enable hot and cold drinks to be prepared. Milk can be purchased at the shop using the Community Centre account.

**What isn't included:**

- Room set up and pack down (unless agreed with the Charity).
- Please note that the Centre is not normally staffed.

**Our expectations of you**

We ask that users respect our building and care for it well. We also ask you to respect the fact that other people may be using the building at the same time or immediately after you have left.

**You must:**

- Use the Centre for the stated purpose only.
- Leave the room(s) clean and tidy.
  - This includes putting away all tables, stacking chairs at the side of the rooms, putting away any other equipment used, cleaning up and disposing of any rubbish including nappies and sanitary waste in the external bins.
  - Please use the recycling bins as appropriate.
  - Please note that the key to the bins can be found hung on the kitchen notice board.
- Ensure you have a mobile phone with you for emergency contact (there is no phone in the Centre).
- Read the Emergency Evacuation Procedure sent with these conditions and make yourself familiar with exit routes. The full Fire Risk Assessment and Fire Instructions can be found in the information manual near the main entrance and on [trawdenforest.com](http://trawdenforest.com) and we advise also reading these. Group leaders are responsible for evacuation of the building in case of emergency and we recommend carrying out an annual fire drill. Fire extinguishers should only be used by trained people if it is safe to do so.
- Ensure that access to the fire exits and fire extinguishers is not obstructed.
- Ensure that the building is secured and alarmed when leaving, and that all lights have been switched off and windows and fire exits closed.
- Comply with all Health and Safety requirements, including the Charity's Health and Safety Policy (can be found in the information manual near the main entrance) and any safety notices on display in the Centre.
- Ensure that any accidents are recorded in the Accident Book provided in the kitchen, and also reported via the bookings email address. Groups with their own accident books must also record accidents in the Centre's accident book.
- Report any faults or damage to the Charity as soon as possible. For faults requiring immediate attention, contact one of the Trustees listed on the notices within the Centre.
- For serious incidents or emergencies, dial 999 (where appropriate) and contact one of the Trustees as soon as possible (numbers are listed on the posters in the Centre and in the information manual near the main entrance).

- Safeguarding - group leaders are responsible for carrying out a safeguarding risk assessment when working with children, young people or vulnerable adults. Facilities such as toilets may be shared, so appropriate supervision arrangements should be put in place where needed. Group leaders must be familiar with and comply with the Charity's Safeguarding Policy (this can be found in the information manual near the main entrance).
- Any IT equipment brought into the Centre must not be used to download illegal or extremist material.
- Ensure that age-related laws are complied with, such as sale of alcohol or age classification of films.
- Ensure all rules included in the Conditions of Hire, plus any instructions given verbally or in writing by the Charity, are followed.
- You must comply with the conditions of the Public Entertainments Licence for the Centre (can be found in the information manual near the main entrance).
- Ensure that any services used (for example, DJs, party entertainers, caterers) have appropriate public liability insurance and any electrical equipment being used has been safety tested.
- Ensure that electrical equipment brought onto the premises is safe to use. Group leaders should present any equipment for safety testing when asked to do so.
- Park only in the marked bays in the Centre car park. Please ensure that your group members park with consideration to our neighbours and other road users. This includes not parking in the upper car park when the shop is open, and parking safely on the road.

**What isn't allowed:**

- Naked flames both inside and outside the building. This includes fire pits, fireworks, bonfires, barbecues, and so on. Candles on birthday cakes are allowed if treated with care. Please keep away from smoke detectors and soft furnishings.
- Additional cooking equipment.
- Using nails, pins or sellotape to fasten things to the walls, floors, partitions, pillars or other furniture or fittings.
- Smoking and vaping within the Centre or near the main doors.
- Bringing alcohol to the Centre for personal consumption without the permission of the Charity.
- Sales of alcohol other than in accordance with the Centre's licence.
- Illegal substances of any kind. Illegal Substance means illegal drugs or inhalants, including, but not limited to, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs".
- Use of anything that might damage the floor. Placing substances such as resin on the floor to alter the slippiness.
- Unsupervised ball games in the car park or grassed areas.
- The use of bouncy castles or other inflatable devices, whether inside or outside.
- Activities involving weapons of any kind.
- Passenger carrying amusement devices, such as roundabouts.

- Passing a key on to a third party, or having additional keys cut. Group leaders entrusted with a key must sign for the key and not pass it onto another person without the permission of the Charity.
- Activities involving animals unless by prior arrangement.
- Gaming or amusements with prizes unless allowed under the Gambling Act 2005. Allowed activities include raffles, lotteries, race nights, casinos, but only where proceeds will go to charity. For more information, visit the Gambling Commission website at <https://www.gamblingcommission.gov.uk/>
- The use of confetti, either inside or outside the building. This includes both paper confetti and plastic table confetti as it incurs additional cleaning. Use of either of these may result in a charge for additional cleaning.
- Please don't tamper with the heating controls or boiler. If you need the temperature altered, you can alter the individual room settings, but please return them to the original settings before leaving.
- Storage at the Centre is very limited. Regular groups must not attempt to store any goods or equipment without seeking permission.
- The Centre is in a residential area, please show consideration towards our neighbours when planning your activities.

### **Privacy statement**

In line with our Data Protection policy, we only request information from users which is directly relevant to the relevant group. We never share your details with other organisations unless we are required to do so by a law enforcement officer. Our full Data Protection policy is available on our website, [www.trawdenforest.com](http://www.trawdenforest.com)

**Updated** June 2026

**Next update** June 2028