

# Renfield Centre

## **CONDITIONS OF USE**

**All accommodation is leased on the understanding that each organisation has carried out a full risk assessment to ensure that their chosen room is suitable for use by all participants/attendees including full evacuation in the event of an emergency. Groups are responsible for ensuring that they have enough people available, and trained, to evacuate their delegates and that Personal Emergency Evacuation Plans (PEEPs) have been completed where required. Lifts in the building are NOT fire retardant and cannot be used in an emergency.**

### **1. Hours of Opening**

Renfield Centre's normal opening hours are from 8.00am to 10pm (Monday to Friday), 8.00am to 6:00pm on Saturday and 8.00am to 1:30pm Sunday. Requests for use of the Centre outwith these times is be by prior agreement only. There will be a surcharge for caretaking services for lets/access outwith normal operating hours and public holidays.

### **2. Public Holiday Closures**

See appendix 1 for details

### **3. Bookings**

All required accommodation must be booked in advance. Receipt of an application for a let does not constitute an acceptance by Renfield Centre.

All applications are subject to the approval of Renfield Centre. No request should be considered agreed until confirmation has been received by the applicant. The Renfield Centre reserves the right to decline a booking if there are overdue monies from a previous booking.

Hirers are not permitted to assign their let to a third party.

### **4. Use of the Church**

The Church has an active congregation therefore the Sanctuary is not available for hire on

- Sundays before 1:30pm
- Christmas Eve
- Christmas Day
- Good Friday
- Evenings during Holy Week

Some requests for use of the Church, such as children's parties or political events, may be deemed unsuitable. These may be accommodated in halls.

Tel: 0141 332 4293

E: [info@rsscentre.org.uk](mailto:info@rsscentre.org.uk)

Scottish Charity SC022996

Address 260 Bath St, Glasgow G2 4JP  
Company SC153177

## **5. Permitted Areas.**

Apart from communal access areas and toilets the let holder, and those attending their event, shall only be permitted in the areas specified on the confirmation.

## **6. Maximum Numbers**

The maximum seating capacity of accommodation booked must not be exceeded as to do so would breach Fire Safety. Should a group be found to be exceeding the permitted numbers they will be asked to comply. Should the group not comply the let will be terminated immediately on safety grounds with no refund. If a larger hall is available, and the group are prepared to pay the difference in rent, then they may be moved. However, no additional time will be added to the scheduled finishing time.

## **7. Re-allocation of Accommodation.**

Renfield Centre reserves the right to reallocate booked accommodation for operational reasons.

## **8. Room Set Up.**

All requests for set up preferences should normally be advised at the time of the booking. Final confirmation will be required no later than 5 working days in advance of the date of the meeting/event.

## **9. Equipment Charges.**

Charges apply for the hire of equipment such as data projector, slide projector, screens, flip charts and marker pens, grand piano, urns and the use of cups. These should be booked at the time of the original booking and are subject to availability.

## **10. Electrical Equipment.**

Electrical equipment not owned by Renfield Centre and being brought in by an outside group or their agents **must** have a current valid Portable Appliance Test certificate prior to being used on the premises. The certificate **must** be shown to Centre staff prior to the start of the event. The Renfield Centre reserves the right to carry out random checks of electrical equipment to ensure that it has a current PAT certificate. Artificial smoke or spark generating equipment, or similar, is not permitted.

## **11. Public Meetings.**

For public meetings the hirer must indicate the subject and the names of the speakers on the booking form.



## **12. Political Parties.**

Bookings from recognised political parties are acceptable provided:

- Posters and pamphlets are only displayed within the booked accommodation.
- There is no political lobbying/leafleting of staff or other Centre users.

The acceptance of a booking by a political party, trade union, campaign group or equivalent does not indicate that the Renfield Centre supports the policies of that group or endorses the views of any of its speakers.

## **13. Owners' Responsibility.**

Renfield Centre does not accept responsibility for loss or damage to property owned by users while on the premises.

## **14. Insurance.**

It is the responsibility of the user of the premises to have appropriate insurance cover for their event.

## **15. Grand Piano.**

Initial requests for the use of the Grand Piano in the Church should be made to the Centre Office. The Church Organist will be consulted before permission is given and the Church Organist reserves the right to vet any potential pianist. The name(s) and qualification(s) of the pianist(s) should be supplied at the time of the request.

## **16. Church Organ**

Initial requests for the use of the Organ in the Church should be made to the Centre Office. The Church Organist will be consulted before permission is given and the Church Organist reserves the right to vet any potential pianist. The name(s) and qualification(s) of the organist(s) should be supplied at the time of the request.

## **17. Catering.**

To comply with Food Safety Regulations, we cannot permit groups to prepare food on the premises or to use external caterers.

## **18. The Oasis Cafe.**

This can be booked for private functions, but catering must be supplied Oasis Cafe staff.

## **19. Storage.**

Storage of any kind is not provided as part of a let. Groups who wish to store items must request this in writing or e mail, at the time of booking. Should the request for storage be authorised a charge will be made.

## **20. Health & Safety.**

Renfield Centre will ensure that premises are let in a safe state for use. It is the responsibility of the group leader/facilitator or other designated person within the group to ensure that people attending do not introduce hazards to that meeting or to other users of the Centre, members of Renfield Centre staff, contractors or members of the congregation.

Organisations letting the premises shall accept full responsibility for any accident, injury or damage to any person which may occur as a result of the organisations', or its members', negligence whilst using the premises.

## **21. Working at Height**

Any hirer who intends that either they themselves or their employees, contractors or volunteers will be working at height will be required to complete a Working at Height Permit in advance. The hirer will also be required to show that they have appropriate insurance prior to any work being undertaken.

## **22. Gantry Bars.**

Groups wishing to add lights on a temporary basis to the Gantry Bars in the Blythswood Hall, will be asked to sign an undertaking that they will not overload the stated weight capacity for each gantry bar. It is the responsibility of the hirer to ensure that their contractors, staff or volunteers fully comply with load restrictions.

## **23. Emergency Evacuation**

The emergency evacuation procedures (Appendix 2) **must** be brought to the attention of all those attending any meeting/event at the **start** of the meeting/event. Any planned fire alarm tests will be displayed on the notice board in the front foyer.

In the event of an emergency evacuation the group leader or event organiser or designated person within that group is responsible for confirming that all people attending that meeting/event have safely exited the building and are accounted for at the designated assembly point. This should be reported to the duty caretaker who is the designated Fire Controller. Emergency exits must not be blocked and must only be used in an emergency. The Renfield Centre reserve the right to pass on to the group who caused the emergency evacuation the costs of any invoice it receives from Scottish Fire and Rescue Services for attending an emergency evacuation. Failure to comply with an Emergency Evacuation (Drill or Real) may jeopardise future lets.

## **24. Smoking**

Smoking is not permitted in the building in terms of The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. This includes e cigarettes.



## **25 Alcohol**

Currently under review.

## **26 Gambling**

Gambling is not permitted on the premises.

## **27 Fly-Posting**

Flyposting is illegal. The Town and Country Planning (Scotland) Act 1997 applies. The sale and distribution of literature must be confined to the room/hall hired; no posters may be fixed to walls inside or outside of the building at any time, except on official noticeboards **and** with prior permission from the Centre.

## **28. Protection of Vulnerable Groups/ Individuals**

It is the responsibility of the group booking the accommodation to carry out relevant checks and procedures in relation to the Protection of Vulnerable Groups legislation. See [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) or for non-Scottish based organisations <https://crbdirect.org.uk>

## **29. Licensing**

It is the responsibility of the let holder to comply with all statutory licence requirements. For example, if music is to be played or films shown, an appropriate copyright broadcast licence is essential. This includes for example, band practice, discos, Zumba, choirs and film clubs. Failure to secure licenses could result in a breach or an infringement of the Copyright, Design and Patents Act 1988. This Act covers all literary work, dramatic work, musical work, artistic work, films, sounds recordings, broadcasts, and typographical arrangement of published additions. It is the let holder's responsibility to ensure that the appropriate licences are held before a let takes place. The let holder shall, as and when reasonably requested to do so by the Renfield Centre, produce for inspection a copy of their current copyright licences. Renfield, Centre must be indemnified by the let holder against any claims arising out of a breach or infringement of the Copyright Act.

Admission to meetings or social gatherings must be confined to members of the organisation concerned except where permission is granted for public meetings.

## **30. Filming**

- 30.1 Groups filming in the Church for commercial purposes are required to complete in advance the standard Church of Scotland pro forma – [www.churchofscotland.org.uk/.../Contract-for-Filming-in-Churches3.do](http://www.churchofscotland.org.uk/.../Contract-for-Filming-in-Churches3.do)
- 30.2 Groups filming in halls should only film within the booked accommodation and seek permission of those present. If children or vulnerable adults are present the consent of their parent/guardian or carer should be obtained prior to filming.

### **31. Parking**

Renfield Centre has no parking facilities and parking is not part of the let. It is the responsibility of drivers to ensure that their vehicles are parked in accordance with the parking restrictions in force at the time.

### **32. Data Protection**

32.1 Each of the let holders and Renfield Centre shall comply with their respective duties under the Data Protection Legislation.

32.2 Renfield Centre and the let holder are each acting as separate data controllers.

32.3 Where the let holder provides any personal data to Renfield Centre that data may be shared with other regulators, such as HM Revenue and Customs and law enforcement agencies where the Renfield Centre receives a legal request or court order to do so. The let holder undertakes to ensure that all persons whose personal data is (or is to be) disclosed to Renfield Centre are duly notified of this fact. In order to comply with this requirement, the let holder shall ensure that the person(s) whose personal data is (or is to be disclosed) is given a fair processing notice and that this notice is included within relevant documentation provided to the person(s) by the let holder.

32.4 The expressions "personal data", "data controller", "data processor", "processing" and "process" shall have the meanings assigned to them by the Data Protection Act 1998, and subsequent legislation and the "Seventh Data Protection Principle" shall mean the Seventh Principle set out in Part 1 of Schedule 1 to that Act.

32.5 Wi-Fi is provided within the building and is included in the hire costs. Should a group require a private password for a meeting they should request this at least three days in advance of their meeting. All users of the Wi-Fi are responsible for their own data and security. In conjunction with our IT supplier, sites deemed inappropriate have been blocked.

### **33. Dogs.**

Only Guide Dogs or Hearing Assistance Dogs are permitted within the Centre.

### **34. Damage**

Renfield Centre reserves the right to charge for any damage or breakages caused when the hall/room is being used by a group or for an event. This includes damage to any equipment hired from the Centre and any areas outwith the hall such as toilets and corridors used by that group.

### **35. Surcharges**

Renfield Centre reserves the right to surcharge a group or the event organiser(s) if

- a group accesses the premises prior to the time booked and/or stays longer than the booked finish time
- accommodation is left in an inappropriate or unusable condition
- a group requests equipment (e.g. flip charts, I.T equipment) on the day of the event



- there is a large amount of cardboard or packaging left at the end of the event.

### **36. Cancellation.**

Renfield Centre reserves the right to withdraw or cancel a booking if it is found that the organisers have previously not paid an invoice, or the contact details of the organiser are found to be false.

Renfield Centre reserves the right to withdraw or cancel a booking where it discovered that the purpose of the meeting is not as stated on the booking form.

Renfield Centre reserves the right to cancel or refuse a booking if there is threat of public disorder or to staff safety or on the advice of Police Scotland that the event proceeding would present a threat of public disorder and/or public safety.

### **37. Cancellation Fee**

Renfield Centre reserves the right to apply a 100% cancellation fee for cancellations made less than 7 days before the start date of the meeting or event. The Centre reserves the right to apply a 50% cancellation fee for cancellations made between 7 days and 28 days before the start date of the meeting or event. No cancellation fee will be charged for cancellations made in writing or by e mail more than 28 days prior to the start date of the event. If submitting by e mail you should request a read receipt.

### **38. Force majeure.**

The Renfield Centre cannot be held accountable for disruption to, or cancellation of, your meeting or event where this is due to an incident in the surrounding area and Emergency Services or Local Authority restrict or prohibit access to Bath Street.

Renfield Centre cannot be held accountable for a disruption to, or cancellation of, your meeting or event where this is due to a utility failure (Gas, Electricity or Water) and it is not possible or safe to keep the premises open.

Renfield Centre cannot be held accountable for a disruption to, or cancellation of your meeting or event because of adverse weather.

### **39. Recycling.**

All users are requested to comply with the Centre recycling policy by disposing of rubbish in the appropriate labelled bins.

### **40. Pallets**

Where a group has materials delivered on a pallet(s) for an event, the Centre will charge an additional £5 Per pallet, to cover our costs of disposing of them.

# Appendix 1

## Public Holidays

The Centre will be closed on the following days

Friday 17th April

Saturday 18th April

Sunday 19th April -open for existing Church Bookings only

Monday 20th April

Thursday 24 December pm

Friday 25th December

Saturday 26th December

Sunday 27th December- open for existing Church Bookings only

Monday 27th December

Tuesday 28th December

Wednesday 29th December

Thursday 30th December

Friday 31st December



## Appendix 2

# Fire Evacuation Procedure

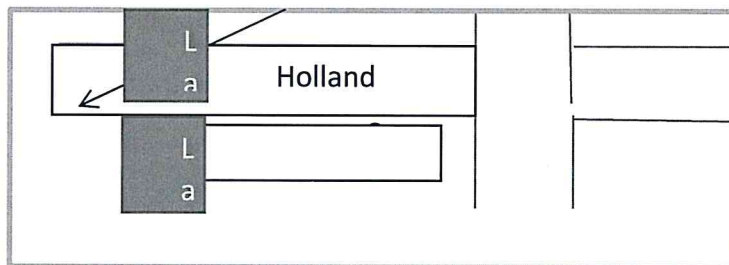
It is the responsibility of the Meeting or Resident Group leader to ensure that they have an accurate record of the number present at the meeting and point out the emergency exits from that area.

## If you Discover a Fire

**Operate the nearest fire alarm break glass station.**

## When you hear the Fire Alarm (A Siren)

- (1) Do not panic! Proceed quickly by the nearest safe exit to the Assembly Point (At Holland Street outside Henglers circus).



- (2) Do NOT delay your departure to collect personal belongings.
- (3) Do NOT use the lifts.
- (4) At the Assembly Point the Meeting or Resident Group Leader should advise Centre Staff that all their group are accounted for. If some people from the meeting are missing advise the number and where they were last seen.
- (5) Do NOT re-enter the building until the Senior Fire Officer has advised that it is safe to do so.