

Library Service Meeting Rooms Conditions of Hire

Introduction

1.
 - 1.1 The Library Service has various meeting rooms that are suitable for hiring to outside organisations and individuals. The Library Service believes that these facilities should be available for the benefit of the wider community, insofar as their hire does not interrupt with the efficient operation of the Library Service.
 - 1.2 The Library Room Booking Form, when completed by the Hirer, together with these conditions and any special conditions that may apply, shall constitute the Agreement for Hire of the Council premises. To make a booking, the Library Room Booking Form (attached as **Appendix 1**) must be forwarded to, LibRoomBookings@havering.gov.uk for approval, which confirms agreement to these conditions and any additional conditions relevant to that hire. After this, confirmation of the room booking will be sent to the hirer.

2. The Hire Conditions

- 2.1 This section sets out the hire conditions for the Library Service Meeting Rooms which are available at the following locations:
 - Elm Park Library
 - Hornchurch Library
 - Rainham Library
 - Harold Hill Library
 - Harold Hill Library

Opening and Room Booking times are available in the Library Room Hire User Guide (**Appendix 2**). Rooms cannot be used outside Library opening hours unless agreed to by the Library. In some instances Library Meeting Rooms can stay open for an additional hour. A £25 lock up fee will be added to the hire fees for late night lock ups.

- 2.2 In choosing to hire a Library meeting room, the applicant must abide by the following Hire Conditions which are as follows:
 - i. Library premises shall only be used for such purposes as the Council shall approve and shall not be used for any purpose other than that for which they were hired.
 - ii. The Council will not hire out Library premises for purposes that conflict with the Council's policies on Health and Safety and its obligations under the Health and Safety at Work Act 1974 and associated Regulations. Before hiring premises the hirer must ensure:
 - a. Premises are suitable for the intended use;
 - b. That they are competent in the activities to which the proposed hire relates (including first aid if appropriate)
 - c. Risk assessments are undertaken as appropriate to ensure that the premises are

- suitable for the intended use.
- d. Where Council equipment will be used as part of the hire, the hirer must ensure they are competent to operate these. The Council will put any restrictions on the use of the equipment in writing to the hirer.
 - e. They are aware of any additional health and safety information relevant to the hire.
- iii. The hire of Library rooms shall not be permitted to substantially impact on Council / Library business or other users of Council / Library facilities. Restrictions will depend on the room being hired out.
 - iv. Library rooms must be left in the same condition and format as they were found prior to the hire. Blu tack, sellotape or pins must not be used on walls. All setting up and clearing away is to be carried out during the hired time period. If this condition is not complied with, and extra cleaning time is required, an appropriate additional charge will be made to the Hirer.
 - v. A hire will also not be permitted that could, in the opinion of the Council, result in permanent changes and / or damage to Library premises. If there is any loss or damage to any property which is the subject of the hire, the hirer shall be liable for any costs incurred in repairing or replacing the said property. Please note that the Council also reserve the right to charge for any additional cleaning that is required following the hire. The Hirer shall at all times permit full access to Library staff to enter or inspect the hired room.
 - vi. The Council does not accept any responsibility for any clothing, articles or any other property left by the Hirer, their guests, agents or any member of the public, or any property during the period of hire. Any property owned by the hirer or their guests used for the purpose of the hire must be removed when the room is vacated.
 - vii. The Council will not be responsible for any loss to the Hirer due to unforeseen circumstances, such as the breakdown of equipment, failure of supply of gas, water or electricity, leakage of water or fire etc, except insofar as any such loss may be caused by any act of default of the Council, or any employee of the Council.
 - viii. If selling alcohol, or providing entertainment such as music, dancing, films, plays or indoor sports, the hirer must have the appropriate Licence under the Licensing Act 2003. All such licences shall be produced on demand to Council staff. The Hirer shall indemnify the Council against any infringement of copyright which may occur during the hiring. Library staff responsible for the room have authority to control the volume of sound caused by musical equipment. Information about licensing and how to apply for one can be found on the Council's Website <https://www.havering.gov.uk/Pages/Services/Premises-licence.aspx>
 - ix. The hirer must ensure that the appropriate insurance is in place for the purpose of the hire. As a minimum this should include adequate public liability insurance cover. The hirer must also indemnify the Council in respect of any claims made in relation to the hire of premises.

- x. The Council will not hire premises for purposes that conflict with the Council's policies on Equality and Diversity and / or that are in breach of the Equality Act 2010. The Equality Act 2010 will also be taken into account when considering whether to accept a booking. The Council also reserves the right to not hire premises to people or organisations whose views and / or conduct are not in accordance with the Public Sector Equality duty to:
 - Eliminate unlawful discrimination, harassment and victimisation
 - Advance equality of opportunity between different groups
 - Foster good relations between different groups
- xi. Other than in relation to bookings covered by Section 4, the Council will not hire premises for electioneering or canvassing purposes, or for purposes that are likely to cause offence to public taste and decency, except where the possible offence is balanced or outweighed by other factors (e.g. freedom of expression or artistic merit). This will ultimately be determined by the Head of Service who will make a determination as to whether to hire the premises.
- xii. The Council will report individuals and / or organisations to the police if it is believed that they may have committed a public order or incitement to hatred offence (or any other criminal offence) on Council premises
- xiii. The hire of Library premises shall be in compliance with any terms set out in planning permission / conditions regulating the use of the premises. For example, hours of use, restrictions on using amplified music etc.

If the hirer refuses to comply with any of the above conditions, the Council reserves the right to cancel the booking.

3. Safeguarding Children and Vulnerable Adults

- 3.1 In December 2007, The London Borough of Havering adopted the London Safeguarding Children Board Child Protection Procedures. These guidelines (available on-line at www.londonscb.gov.uk) have now been adopted as the council's corporate standard for all services.
- 3.2 When hiring Library premises, the Council expects the hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and vulnerable adults.
- 3.3 The hirer is responsible for being fully aware of issues concerning the safeguarding of children and vulnerable adults. Any possible risks involved in proposed activities must be considered by the hirer and appropriate action must be taken to protect everyone involved.
- 3.4 Bookings for one-off activities involving children where parents or guardians will not be present need to include an enhanced DBS check reference number for all adults involved in delivering the activity. For regular bookings involving children where parents or guardians will not be present, copies of enhanced DBS checks for all adults involved in the activity will need to be forwarded to the bookings team. For regular bookings undertaken by a group, organisation or agency where parents or guardians of children will not be present, a child protection policy compliant with the London Safeguarding Children Guidelines will need to be

provided and the group, organisation or agency must have a named safeguarding officer with knowledge of, and training in, child protection.

- 3.5 The Council reserves the right to cancel any bookings where the safeguarding conditions within this policy are not adhered to. This will include any incident where a group has allowed a person or people to help with running a group in any capacity without formal notification to the Library bookings team or without enhanced DBS checks being made available for inspection.
- 3.4 If a complaint or criminal proceeding occurs between the hirer, one of their employees, volunteers and / or a third party in relation to a booking on Council premises; the Council will treat the situation with the utmost urgency and seriousness. Any concern regarding a child or children must be reported in line with the London Child Protection Procedures. In considering any safeguarding issues that might arise, the Council will expect the hirer to take action to address the situation that has arisen. The Council reserves the right to cancel any booking where a hirer has not taken appropriate action in such circumstances.
- 3.5 The Council will not accept bookings for meetings or events by organisations deemed by the Council to be political in nature which are open to members of the public, on the basis that the organisation would be deemed by the Council to be involved in electioneering or canvassing (either knowingly or inadvertently). Bookings for meetings or events that can only be attended by members of the organisation are acceptable.

4. Room Bookings during election periods

- 4.1 Legislation states that for parliamentary elections, general elections, local elections, European elections, London Assembly or by-elections candidates are legally entitled to use publicly maintained schools and other public meeting rooms for election meetings free of hire charge during the period between the date the election is called and the day before polling day. However, operational requirements of the Council and existing bookings will take precedence.

5. Criteria for hiring Premises

- 5.1 Ultimate responsibility for implementing the Library Meeting Rooms Conditions of Hire lies with the Libraries Manager. Day-to-day decisions on hires will lie with the relevant Library Branch Manager/s and / or Library Room bookings team who are responsible for taking bookings.
- 5.2 To hire a meeting room, the applicant must complete the Library Meeting Room Booking Form (attached as **Appendix 1**). This Library Meeting Room Booking Form states that all applicants must have read and understood the Library Meeting Room Conditions of and agree to abide by all conditions in this document. The applicant must also agree to provide any further information about the hire requested by the Council, prior to the hire being approved. The hire will not be approved until the booking form has been received.
- 5.3 If sufficient information is not provided and/or the booking form has not been completed, the Council will reject the application. Similarly, if the Council has reasonable grounds to believe that any information required is false, or if the application does not accord with any of the Hire Conditions set out in Section 2, the application will be passed to the Library Service Manager,

and in their absence, the Head of Service, who will make a determination as to whether to hire out the premises.

6 Cancellation of Bookings

- 6.1 After a booking is received, if it becomes apparent that the hire is in breach any of the Hire Conditions (as listed in Section 2), the Council reserves the right to cancel the hire, or the remainder of hires in the case of repeat or block bookings. In the case of the Council cancelling the hire, any payments will be refunded.
- 6.2 If the purpose of the hire is to change during the duration of repeat or block bookings, the applicant must inform the Council in writing at least 24 hours in advance of the change of purpose. Again if the hire is in breach of the Hire Conditions, the Council reserves the right to cancel the booking/s. In the case of the Council cancelling the hire, any payments will be refunded.
- 6.3 Notice of cancellation by the hirer must be made either by email (LibRoomBookings@havering.gov.uk) or in writing Library Room Bookings, Cultural & Leisure Services, The Stableblock, Langtons Hall, Billet Lane, Hornchurch, RM11 1XJ.
- 6.4 No refunds will be made for cancellations less than 24 hours in advance.

7. Hire Fees

- 7.1 Hire fees for each Library Meeting Room are set out in the Library Room Hire User Guide (attached as **Appendix 2**).
- 7.2 Unless otherwise agreed hire fees must be paid in advance of the hire of the premises.
- 7.3 As previously stated in this document, those hiring Council premises must reimburse to the Council the cost of repairing any damage done to Council property (including cleaning) and / or Council equipment as a result of the hire concerned.

Appendix 1

Library Room Hire **User Guide**

The Library Service has various meeting rooms that are suitable for hiring to outside organisations and individuals at the following locations:

Elm Park Library

Address: St Nicholas Avenue, Elm Park, RM12 4PT
Tel: 01708 434919

Hornchurch Library

Address: North Street, Hornchurch, Essex, RM11 1TB
Telephone: 01708 434903

Rainham Library

Address: 6 Celtic Farm Road, Rainham, RM13 9GP
Telephone: 01708 434970

Harold Wood Library

Address: Arundel Road, Harold Wood, RM3 0RX
Telephone: 01708 434975

Harold Hill Library

Address: 19A Farnham Road, Harold Hill, RM3 8ED
Telephone: 01708 434973

Meeting Room Details and availability

Meeting Rooms vary in size and equipment. The tables below list details for each meeting room. Please note the Libraries can stay open for an additional hour for meetings that will run past the Library closing time. A lock up fee of £25.00 will apply in addition to the hire fee.

Romford (or Central) Library

Meeting Rooms

Room name / number	Capacity	IT facilities	Kitchen facilities	Other details	Price ph
Meeting Room	Up to 60 seated theatre style or 25 seated comfortably around tables	Overhead projector & screen Supply own laptop – device requires vga connection	Small area in the corner of the meeting room Water Urn, cup and saucers, sink provided. Supply own coffee, tea	Blackout blinds Flip chart easel. Supply own flip chart	£25.50 per first hour and £20.05 for subsequent hours £25 locking up fee after usual opening

		Access to Library WiFi 10 IT points	sugar etc. No hot food		hrs.
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Availability

Opening Times		Meeting Rooms available	
Mon	10.00-20.00	Mon	10.30 – 19.30
Tues	9.00-17.00	Tues	9.30 – 16.30
Wed	9.00-17.00	Wed	9.30 – 16.30
Thurs	10.00-20.00	Thurs	10.30 – 19.30
Fri	9.00-17.00	Fri	9.30 – 16.30
Sat	10.00-16.00	Sat	10.30 – 15.30
Sun	Closed	Sun	Closed

Hornchurch Library

Meeting Rooms

Room name / number	Capacity	IT facilities	Kitchen facilities	Other details	Price ph
Meeting Room	Up to 100 seated theatre style – less around tables	Overhead projector & screen Supply own laptop – device requires hardware VGA connection. Access to the Library Wifi. 4 IT points	Basic kitchen Includes Water Urn, mugs, sink and fridge. Supply own coffee, tea etc. No hot food	Blackout blinds. Flip chart easel, if available. Supply own flip chart	£25.50 for first hour £20.50 per subsequent hours Additional £25 locking up fee after usual opening hrs.
Classroom 1	Up to 50 people	30 IT points Supply own laptop Access to the Library Wifi. Screen & projector available, to be booked in advance.	Access to kitchen only if Meeting room not hired No hot food	Flip chart easel, if available. Supply own flip chart	£20.50 per hour Additional £25 locking up fee after usual opening hrs
Classroom 2	Up to 12 people	15 IT points Supply own laptop Access to the Library Wifi. Screen &	Access to kitchen only if Meeting room not hired No hot food	Flip chart easel, if available. Supply own flip chart	£15.50 per hour Additional £25 locking up fee after usual opening hrs

		projector available, to be booked in advance.			
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Availability

Opening Times		Meeting Rooms available	
Mon	13.00 – 22.00	Mon	10.00 – 21.30
Tues	13.00 – 22.00	Tues	13.30 – 21.30
Wed	13.00 – 22.00	Wed	13.30 – 21.30
Thurs	13.00 – 22.00	Thurs	10.30 – 21.30
Fri	13.00 – 22.00	Fri	13.30 – 21.30
Sat	10.00 – 15.00	Sat	10.30 – 14.30
Sun	Closed	Sun	Closed

Rainham Library

Meeting Rooms

Room name / number	Capacity	IT facilities	Kitchen facilities	Other details	Price ph
Richard de Lucy	80-100 seated theatre style Access to tables and chairs	Smart screen Supply own laptop, requires hardware HdMI connection Access to library WiFi 12 IT points	Basic kitchen Includes Hot water dispenser, mugs, sink and fridge. Supply own coffee, tea etc. No hot food	Black out blinds Stage	£25.50 for first hour £20.50 subsequent hours Additional £25 locking up fee after usual opening hrs
John Harle	50-60 seated theatre style Access to tables and chairs	Smart screen. Supply own laptop, requires hardware HdMI connection Access to Library WiFi 18 IT points	As above No hot food	Black out blinds	£20.50 per hour Additional £25 locking up fee after usual opening hrs

Availability

Opening Times		Meeting Rooms available	
Mon	10.00 - 20.00	Mon	10.30 - 19.30
Tues	9.00 - 17.00	Tues	9.30 - 16.30
Wed	10.00 - 20.00	Wed	10.30 - 19.30
Thurs	9.00 - 17.00	Thurs	9.30 - 16.30
Fri	9.00 - 17.00	Fri	9.30 - 16.30

Sat	10.00 - 16.00	Sat	10.30 - 15.30
Sun	Closed	Sun	Closed

Elm Park Library

Meeting Rooms

Room name / number	Capacity	IT facilities	Kitchen facilities	Other details	Price ph
Meeting Room	Up to 24 seated theatre style 14 seated at tables (Numbers advised by H&S)	One IT point-Supply own laptop. Access to Library WIFI Screen & projector available, to be booked in advance.	Basic kitchen Urn Fridge Mugs Supply own tea, coffee etc No hot food	Black out blinds	£15.50 per hour Additional £25 locking up fee after usual opening hrs

Availability

Opening Times		Meeting Rooms available	
Mon	Closed	Mon	Closed
Tues	Closed	Tues	Closed
Wed	10.00 - 16.00	Wed	10.30 - 13.30
Thurs	14.00 - 20.00	Thurs	14.30 - 19.30
Fri	10.00 - 16.00	Fri	10.30 - 13.30
Sat	10.00 - 16.00	Sat	10.30 - 15.30
Sun	Closed	Sun	Closed

Harold Hill Library

Meeting Rooms

Room name / number	Capacity	IT facilities	Kitchen facilities	Other details	Price ph
Meeting Room	Up to 45-50people seated theatre style – less at tables	Wifi access Supply own laptop. SMART TV available, to be booked in advance	Small kitchenette No hot food		£20.50 Additional £25 locking up fee after usual opening hrs
Interview Room					£15.50

Availability

Opening Times		Meeting Rooms available	
Mon	10:00-20:00	Mon	10.30 - 19.30
Tues	9:00-17:00	Tues	9.30 - 16.30

Wed	9:00-17:00	Wed	9.30 - 19.30
Thurs	10:00-20:00	Thurs	10.30 - 19.30
Fri	9:00-17:00	Fri	9.30 - 16.30
Sat	10:00-16:00	Sat	10.30 - 15.30
Sun	Closed	Sun	Closed

Harold Wood Library

Meeting Rooms

Room name / number	Capacity	IT facilities	Kitchen facilities	Other details	Price ph
Meeting Room	Up to 24 people seated theatre style – less at tables	Wifi access 3 IT points. Supply own laptop. Screen and projector available, to be booked in advance	Basic kitchen facilities No hot food		£15.50 Additional £25 locking up fee after usual opening hrs

Availability

Opening Times		Meeting Rooms available	
Mon	Closed	Mon	Closed
Tues	Closed	Tues	Closed
Wed	10:00-16:00	Wed	10.30 - 15.30
Thurs	14:00-20:00	Thurs	14.30 - 19.30
Fri	10:00-16:00	Fri	10.30 - 15.30
Sat	10:00-16:00	Sat	10.30 - 15.30
Sun	Closed	Sun	Closed

Booking Requests

Booking requests must be made by completing a Library Meeting Room booking form and submitting this to Libroombookings@havering.gov.uk, or by post to : Culture and Leisure Services, Library Meeting Room Bookings, The Stableblock, Langtons House, Billet Lane, Hornchurch, RM11 1XJ. Bookings will only be confirmed once the form has been completed and returned to the booking team.

Reporting to the Library Reception

The person responsible (this may be the course organiser, trainer, meeting organiser or person who booked the room) must report to the Library Reception Desk to notify staff of your arrival. A member of Library staff will be able to open the room for you.

Use of kitchen facilities

Some of our libraries have kitchen facilities. If using these, they must be left clean and tidy for the next user. Failure to do this may result in an additional fee. For more information please see the Library Meeting Rooms Conditions of Hire.

Toilets

Male, Female and disabled toilet facilities are available in Harold Hill Hornchurch and Rainham libraries. Elm Park Library has a disabled toilet facilities which are available for all to use.

Baby changing facilities are available in all disabled toilets.

Lifts

Lifts are available in all libraries with a second floor.

Smoking

All Council premises are No Smoking areas.

From Havering Council Workplace Smoking Policy:

The Council expects all employees, Members and visitors to refrain from smoking:

- *In all Council premises and associated grounds including car parks outside any building or workplace occupied by employees; and*
- *In all Council vehicles.*

Persons who wish to smoke should leave Havering Council premises to do so.

Photocopying

All libraries have photocopying facilities that are available for a small fee.

Fire Exits

All library staff are trained in fire evacuation procedures. Fire exits are clearly displayed throughout Libraries and information can be found on the wall of the meeting room