



the bridge

CONNECTING HOME WITH HOPE

## Room Hire Agreement

This agreement is between The Bridge Community Project SCIO, Charity number SC045049, registered office 20 Shairps Business Park, Livingston, EH54 5FD and \_\_\_\_\_ (“the Hirer”).

The Hirer agrees to rent rooms at The Bridge Wellbeing Hub, 20 Shairps Business Park, Livingston, EH54 5FD at a rate of \_\_\_\_ per hour, commencing on \_\_\_\_\_ (“the Start Date”) for the purpose of \_\_\_\_\_ (the “Permitted Purpose”).

If the room is required on a weekly basis, please update your requirements on the skedda room booking system.

The terms contained in this agreement will continue to apply in the event that the parties agree to room changes or variation or addition of hours.

The Hirer will be entitled to sole use of the specified room during the booked period for the Permitted Purpose.

The room may not be sublet or assigned, nor used by anyone else apart from clients in respect of the Permitted Purpose who must be accompanied by the Hirer at all times.

The Bridge reserves the right to transfer bookings to another room within the premises.

During the booked period, the Hirer may also make reasonable use of the shared areas of the premises (the kitchen for tea and coffee, toilet, office and the reception) for their own personal purposes e.g. writing notes, administration, lunch/coffee breaks.

The Hirer may organise to store a limited number of items relating to the Permitted Purpose in a designated space on the premises. This is at the Hirer’s own risk and these items are not covered by The Bridges insurance. Valuable, flammable or dangerous items must not be stored.

### Payment

Our room hire booking system ‘Skedda’ under this agreement has been set up to take payments in arrears on a weekly basis on a Monday, where possible.

## **Cancellation**

The hirer must notify The Bridge within 24 hours of the appointment time of any cancellations. This is done through our booking system Skedda and If The Bridge is given less than 24 hours' notice of a cancellation the hirer will be charged the standard room rate.

The Bridge may cancel this agreement at any time if the Hirer fails to pay the room hire charge timeously, or if the Hirer is in breach of any of the terms of this agreement.

In the event of serious damage to or destruction of the premises, for example due to fire or flood, this agreement will terminate with no liability to or by either party.

## **Variation**

This agreement can be varied by The Bridge with one month's prior written notice.

## **Administration and client contact**

The Bridge does not provide a secretarial, administrative or client liaison service. The Hirer's clients are their own responsibility and all communication of whatever nature should be carried out directly between the Hirer and their clients.

Clients should be given a direct email address and telephone number for the Hirer and should be asked to contact the Hirer directly in the event of late arrival, missed sessions, cancellation or any other matter. If the Bridge does receive any messages for the Hirer, it will endeavour to pass them on to the Hirer as soon as practicable, but takes no responsibility for such messages or their consequences.

The Hirer is solely responsible for secure storage of all client information and any session notes in compliance with the General Data Protection Regulations.

The Hirer agrees to abide by The Bridges policies and procedures, as amended from time to time, including health and safety, fire safety, security and privacy policies.

## **Privacy**

The Bridge undertakes to maintain privacy in line with the following. The Bridge will collect the following personal information about you:

- Name of responsible person
- Address of responsible person
- Telephone number and/or email address of responsible person

We will use this information to send your payment invoices and contact you with queries or information required for your booking. All personal information is held and processed by The Bridge in accordance with data protection law. We will use your information in order to process your request to book a room and this will be kept for 5 years after your booking.

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended if incorrect or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing to the Office Administrator at [admin@bridgecommunityproject.org.uk](mailto:admin@bridgecommunityproject.org.uk)

## **Conduct**

The Hirer is responsible for their own conduct and that of their clients. Conduct should be of a professional nature and conducive to the nature of the work carried out within The Bridges premises, and respectful of other users of the premises. The Bridge reserves the right to refuse access to anyone who is deemed, at the sole discretion of the Bridge, to be disruptive or a security risk, or who otherwise is, or is reasonably expected to be, in breach of the above conduct requirements.

Noise must be kept to a minimum at all times to ensure a quiet environment.

The Bridge aims to maintain rooms in a clean, comfortable condition. If the Hirer damages anything or discovers that the room or contents are not in the condition they are entitled to expect, they undertake to notify The Bridge promptly. Appropriate steps will be taken as soon as practicable to remedy the issue.

Rooms and shared areas must be left in a clean, tidy condition, ready for the next user. All rubbish should be removed and placed in the kitchen bin.

The entire premises are non-smoking in accordance with law.

The Hirer must ensure that they leave the room at the end of the booked period in good time and in good order. The Hirer must respect bookings made by other users and ensure that subsequent users can access the room without delay or impediment. Strict adherence to time is essential for the running of The Bridges premises and to facilitate work of the type carried out there.

The Hirer and The Bridge will take all necessary steps to comply with health and safety and fire safety standards.

The Bridge takes no responsibility for loss or damage to the personal possessions of the Hirer or their clients.

## **Fire safety**

In the event of the Hirer discovering a fire, they should immediately activate the Fire Alarm by breaking glass at nearest Fire Alarm Point. The Hirer should then leave the building in an orderly manner by the nearest exit door and ensure that doors are closed behind them. The Hirer must not stop to collect any personal items. The assembly point is within the carpark.

In the event of a member of staff not being present in the building, the Hirer should immediately dial 999 and ask for Fire Brigade, stating that the fire is in Bridge Wellbeing Hub, 20 Shairps Business Park, Livingston, EH54 5FD.

Should anyone be unaccounted for, the person in charge of the group should inform the Fire Brigade immediately on arrival. Having left the building, individuals should not attempt to re-enter.

### **Security**

Depending upon the time of their booking(s), The Bridge may give the Hirer keys to the premises in order to allow them access for their booked sessions. Under no circumstances may keys be copied or given to anyone else. All keys must be returned to The Bridge immediately on termination of this agreement. The Hirer may only access the premises at their booked times and not at any other time, unless The Bridge has given express prior consent for such access.

The Hirer must not let anyone into the premises apart from those for whom they take personal responsibility i.e. their own clients.

A staff member/receptionist will be available at limited times of day. At all other times, the Hirer will require to take responsibility for letting their own clients into the premises, ensuring that they exit at the end of their session and that the premises are securely locked when they leave the premises.

Lone working is at the Hirer's own risk and due care and caution should be exercised, in particular when meeting a client for the first time. The Hirer undertakes to exercise all necessary care and attention to ensure that The Bridges premises are kept safe and secure at all times.

Signed:

Hirer (Name printed)

Date