



CONDITIONS OF HIRE AND USE OF STYX CENTRE

1. We would like everyone to enjoy their time at Styx Centre, so anyone attending the Centre, outdoor play area and car park for whatever reason is requested to treat others with consideration and respect. Abusive behaviour whether physical, verbal, sexual, bullying, exclusion or neglect will not be tolerated.
2. Styx Centre Management reserves the right to refuse requests for hire and/or admission to the Centre facilities to any person or persons at its discretion.
3. Anyone attending the Centre premises including the outdoor play area and car park does so at their own risk. To the extent permissible by law **the Directors, Management and Staff accept no liability** for injury, damage or loss to any persons or their property howsoever caused.
4. Please make yourself aware of our **Safeguarding and Privacy Policies** on the Centre noticeboard and website.
5. Anyone attending the Centre premises should familiarise themselves with the location of the **defibrillator, Hypo wallet, fire exits and fire extinguishers**, emergency evacuation procedures and alarm controls. Hirers should discuss such procedures and controls with members of their groups.
6. Any **accident or injury** sustained on the premises must be reported to the office immediately. First Aid kits can be found in the Maple Room kitchen and the main foyer.
7. Smoking or vaping is not permitted in any part of the Centre premises including car park and outdoor play area in accordance with current legislation; **Smoking (Prohibition in Public Places and Workplaces) (Guernsey) Law 2005**.
8. Anyone attending the Centre must ensure that all doorways, stairways, hallways, fire exits and other entrances and exits are kept free from obstruction at all times in accordance with **Fire Safety Regulations**.
9. Please advise the Centre Manager if you wish to bring alcohol onto or consume alcohol on the premises. The sale of alcohol is not permitted unless approval given by the Centre Manager and an **Occasional or Temporary Permit** has been granted by the relevant authority.
10. No children may be admitted to films if they are below the age of classification of the film.
11. No unlicensed gambling or entertainment of a sexual nature is permitted on the premises.
12. Hirers are responsible for ensuring that every room occupied by young people under the age of 18 is supervised by an adult(s) in accordance with current relevant safeguarding guidelines.
13. **No explosives, gas containers or any highly flammable substances or materials** shall be brought onto the premises or used at any time.

14. The use of **naked flames** (candles, night lights or oil lamps etc) is not permitted within the building at any time unless prior permission has been granted by the Centre Manager.

With the exception of **Guide Dogs** and **Hearing Dogs**, no animals are permitted anywhere on the premises including the outdoor play area and car park unless by prior arrangement with the Centre Manager.

15. Permission must be given by an individual adult, or a parent/carer in respect of children under the age of 18, before any photographs of them are taken, or any photographic material of them whatsoever is obtained, stored and shared on any platform whatsoever. Where possible the name of an individual child should not be used.
16. No one may use any room (apart from communal areas including the coffee room, lobbies, toilet facilities and stairwells) unless they have been officially booked through the office. Such booking times must adhered to as there may be a session either before or immediately following yours. Your booking must include any time required to set up/clear away which includes third party equipment e.g. bouncy castles and any other party provision. The Hirer is responsible for setting up/clearing away their own session/event/function unless prior arrangements for assistance have been made with the Centre Manager.
17. Please park considerately in the car park, as there may be many other people using the Centre. Additional parking is available in the road, around the Church and also in the Longfrie Inn car park (avoiding peak times at lunch and during the evening) and in the Longfrie Surgery on Sundays).
18. The light switches for the sports hall, corridors and toilet are located in the inner lobby outside the Sports Hall (just inside the double doors) on the right hand side as you enter the building.
19. Styx Centre is a designated building to be used by the Committee for Home Affairs if required in the event of a civil emergency. It is a condition of hire that bookings may be cancelled without prior notice should such an emergency arise and in these circumstances full refunds will be given.
20. No items or vehicles are to be left on the Centre premises overnight unless by prior arrangement with the Centre Manager.
21. No advertising or commercial material including notices, posters etc can be displayed either inside or outside of the Centre unless by prior arrangement with the Centre Manager.
22. Hirers are responsible for ensuring that the activities in the areas booked are properly supervised during the period of hire to ensure no nuisance or annoyance arises. We ask that everyone be mindful of general noise transference and in particular music must be kept to a reasonable level whilst on the Centre premises including the outdoor play area and car park.
23. Hirers must ensure that should they employ third party providers of equipment and or services e.g. inflatable play equipment, entertainment, catering etc that those providers have full liability insurance in place otherwise hirers may be held personally liable in the event of accident, injury or other claim.

24. Hirers are responsible for damage caused by anyone attending their session/event/function and you may be rendered liable for repair costs. Any such damage must be reported to the office, if the office is closed please leave a message on the answerphone.
25. Kitchen facilities include kettles, tea urn, a microwave, oven and hob, fridge (Maple Room fridge with icebox), dishwasher, mugs, cups & saucers and glasses together with serving jugs. You are welcome to view beforehand if necessary. The Maple Room fast dishwasher cycle is 30 minutes, so please allow sufficient time to run and empty it before the end of your session. Please note that there are no sharp knives on the premises and you will therefore need to bring your own, should you have a cake to cut or food to prepare.
26. **On arrival** Hirers should ensure that the rooms booked are fit for purpose. Any problems should be reported to the office before your session commences as failure to report damage may render you liable for repair costs. Any damage caused by anyone attending your session/event/function must be reported to the office immediately. If you have any problems with the premises and need urgent help when the office is closed, please call the Out of Hours emergency number below for advice.
27. **At the end** of the session/event/function the Hirer must ensure that:
 - i. All rooms are left clean and tidy as you found them. Chairs and tables should be wiped down, returned and stacked where you found them. Sweeping brushes, mops and buckets etc are provided for use as necessary. If you use the mop and bucket please empty dirty water into a toilet. A cleaning charge may be made if rooms are not left clean and tidy.
 - ii. All lights, heaters, electrical equipment that may have been used are switched off and windows closed.
 - iii. Rubbish generated must be taken away with you (other than small amounts of litter which can be placed in appropriate receptacles provided). On no account should bags containing rubbish and perishables which may attract pests be left outside the building.
 - iv. Check toilet areas are left clean and tidy after your event and flush toilets as necessary.
 - v. If you unlock any external doors please lock them after use and leave through the main front door.

Please make yourself aware of our Safeguarding and Privacy Policies on the Centre noticeboard and website.

CONTACT DETAILS:

Telephone : Office 267319 (8.30-2pm or answerphone)
Out of hours emergency mobile: 07781 142434
Email: office@styxcentre.gg

STYX MESH WIFI CODE : styx1234

Styx Centre is a member of The Association of Guernsey Charities
and is constituted as company limited by guarantee with registered number 63622
Registered Office : Styx Centre, Rue de Longfrie, St Pierre du Bois, Guernsey, GY7 9RZ

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