

NAILSWORTH RECREATION CENTRE

INFORMATION FOR ALL HIRERS

The Centre is not staffed. You are responsible for the Centre during occupation. Please question any person on site who is unknown to you.

The responsibility for the Centre is shared between all hirers at any one time. You will be notified of other bookings within the Centre during your booked period.

All users must park their cars in the carpark area – NOT on the playground area next to the MUGA. It is advisable for you to close the gates whilst you are on site.

Please ensure that the Centre entrance door is closed when your session is underway; please do not prop it open at anytime.

OPENING & CLOSING THE CENTRE

Hirers are responsible for opening and locking up the Centre. All keys are borrowed from the Nailsworth Primary School (NPS) Business Manager and must be returned at the end of the period of hire. Lost keys will be invoiced for the cost to replace. You will be issued with 3 x keys; 1 for the school gates, one for the main Nailsworth Recreation Centre (NRC) entrance, and one for the internal NRC doors.

Instructions to access the centre (if no other user is already on site):

- Unlock the padlock on the top carpark gate (please do not leave the padlock open on a gate)
- Unlock the Centre entrance door, first with the key, then with the four digit code (this is changed monthly from the 1st (except August) and notified 6 monthly to hirers)
- Disarm the intruder alarm (pad next to new gym entrance) by using the same four digit code, then A 2 ENT
- Unlock internal doors as required. **If using the Gymnasium, please enter through the changing rooms.**

Instructions to exit the centre (please check that there are no other users on site before alarming and locking):

- Check all the taps are turned off and take any litter with you off site.
- Lock all internal doors previously unlocked
- Switch off any lights in changing rooms (other lights will switch off automatically)
- Set the intruder alarm (four digit code A 2 ENT)
- Lock the centre entrance door
- Check the car park is empty and lock the car park gates as you leave

Hirers and users are expected to vacate the premises within fifteen minutes of the end of their hire period. Failure to comply with this could result in an additional charge.

SAFETY

Hirers of the Centre are responsible for ensuring that all users adhere to current Government Covid-19 Guidelines. You must inform your users of the protective measures being used, provide the necessary hygiene supplies ie hand sanitiser, and clean down used surfaces before leaving.

The Centre has a No Smoking Policy, throughout the school premises and grounds.

In the event of a fire, the premises should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. The exact location of the nearest fire exits and fire extinguishers must be noted before users enter and the manner of opening - Fire Doors should be made known to your users.

The nearest defibrillators are located at Forest Green Rovers FC and at Tesco Express, Nailsworth.

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USE OF EQUIPMENT

The school's sports equipment (locked in the storage area of the gym) is not for general users' use. All chairs, tables etc used by the hirer should be returned from where they came at the end of the session.

POWER CIRCUITS/HEATING

Within the winter period (from October half term, to end of Spring term) the heating will be set to come on 30 minutes before the start of your session, and go off 30 minutes before the end of your session.

Regular users – please ensure that you have notified the school office (01453 832382) if you wish to cancel a booked session, so that the heating can be cancelled.

Please let the Business Manager know if you need spaces to be particularly warm or cold.

TELEPHONES

You are advised to bring a fully charged mobile telephone for use in case of emergency, but may need to leave the building to use it depending on your network.

ANIMALS

No animals should be allowed on the premises or in the school grounds (except guide dogs).

CONSIDERATION FOR OTHERS

Please ask your users to leave quietly at the close of your activity/event. Car doors banging and loud talk are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces. Please use blu-tack if you need to put up notices or decorations on windows, doors or other fittings only (not walls). Do not fix decorations near light fittings or radiators/heaters.

Please leave premises clean and tidy and take home any waste. In particular we ask you to ensure any mud and/or litter is removed both internally and externally arising from your activity and table tops are wiped clean before being stacked.

FAULTS/DAMAGE/COMMENTS

Please report any faults, damage or accidents to the Business Manager as soon as possible so that they can be rectified quickly. NPS welcomes comments or observations that you may have about your hire of its premises.

POSSIBLE PENALTIES

Any problems such as: areas left requiring cleaning; damage to equipment fixture, fittings or the building fabric requiring repair will be charged to the hirer. Two instances of such problems in any financial year will result in your booking being cancelled.

EMERGENCY CONTACTS

If you have problems with your booking, making a payment, the keys, the codes or equipment, your contacts during the school day are Sarah Edwards or Cat Barnwell in the school office on 01453 832 382. Email: admin@nailsworth.gloucs.sch.uk (payments) admin2@nailsworth.gloucs.sch.uk (bookings etc).

If there are problems with the building, for example, the operation of the alarm, heating, hot water, a leak or flood, please contact the School Keyholder Louise Blick on 07368 297984. Other contacts are our Headteacher Liz Geller on 07967 159780 or our School Business Manager Sarah Edwards on 07779 390317.

If there is a fire, call the Fire Brigade on 999 immediately.

Last Updated: Sarah Edwards 3rd June 2021