

Room Bookings Agreement
Terms, Conditions and Regulations for Family Hub Room Bookings

Conditions of Room Booking – The room is used on the understanding that any member of staff has the right of entry at any time. The dates/times booked should be adhered to at all times. Any changes to the room booking dates/times should be discussed and agreed with the Family Hub Manager. All Room Booking Agreements will be reviewed with the Family Hub Manager on a termly basis.

Access to Buildings – access to buildings will be provided within the core opening times, unless otherwise agreed.

Room Set Up - Family Hub staff will ensure the room is fit for purpose prior to the booking time commencing. The room set up requirements must be agreed with the Family Hub Manager in advance of the booking.

Room Clear Down – It is the responsibility of the Facilitator of the Room Booking to leave the room as it was found; this includes the cleaning up and clearing away of equipment, resources and crockery used for refreshments and snacks.

Drinks – In any groups where children are also present, hot drinks will not be permitted. The Family Hub will provide a selection of cold drinks.

Catering – Snacks may be provided for the Room Booking at the discretion of the Family Hub Manager. Snack requirements must be agreed with the Family Centre Manager in advance of the booking.

Conduct – The Facilitator is responsible for the proper conduct of persons using the room.

Policies & Procedures – The Facilitator is responsible for ensuring they and users of the room adhere to the Family Hubs policies and procedures during the use of the room.

DBS Checks – The Facilitator is required to provide confirmation that Facilitators have appropriate DBS clearance, prior to the booking commencing.

Lockdown procedure - Within each site we have a lockdown procedure in case of emergency. The facilitator must familiarise themselves with this. The Facilitator will find guidance for the lockdown procedures on the wall in each room within the Family Hub, additionally instructions how to use the walkie talkies can be found alongside these instructions to support you following the policy and procedure.

Signing in and Out – The Facilitator must ensure that all attendees/users are signed in and out of the building.

Fire Risks – The Facilitator must ensure they familiarise themselves with the Hub's Fire Procedures and ensure users of the room are also made aware of the location of fire exits and assembly points. In the event of an evacuation of the building, the Facilitator is responsible for ensuring the safe evacuation of attendees.

End of Session – It is the Facilitator’s responsibility to ensure all session attendees have vacated the room by the agreed time and that the Facilitator is the last remaining person leaving the room.

Damage and Loss of Property – The Facilitator is required to report any damage immediately to the Family Hub Manager. The Family Hub does not accept responsibility or liability for loss of property of items that are left within the room whilst being used. The Centre reserves the right to invoice for any associated damage costs.

Counter Terrorism and Extremism - Local authorities are expected to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. Local authorities should ensure their venues are not used by those whose views would draw people into terrorism, by ensuring that rigorous booking systems are in place and staff responsible for them are trained to know what to do if they have suspicions.

Family Hub	Address
Dearne Family Hub Family Hub Manager: Amy Turner Contact Number: 01226 775885 Email Address: AmyTurner@barnsley.gov.uk	Station Road Thurnscoe Barnsley S63 0JR
Central Family Hub Family Hub Manager: Jill Brown Contact Number: 01226 772855 Email Address: JillBrown@barnsley.gov.uk	Overdale Avenue Worsborough Barnsley S70 4BD
Penistone Family Hub Family Hub Manager: Jill Brown Contact Number: 01226 Email Address: JillBrown@barnsley.gov.uk	82 High Street Penistone S36 6BS
North East Family Hub Family Hub Manager: Tracey Fitzgibbon Contact Number: 01226 774030 Email Address: TraceyFitzgibbon@barnsley.gov.uk	Milefield Lane Grimethorpe S72 7BH
North Family Hub Family Hub Manager: Tracey Fitzgibbon Contact Number: 01226 296969 Email Address: TraceyFitzgibbon@barnsley.gov.uk	Lindhurst Road Athersley S71 3NB
South Family Hub Family Hub Manager: Rachel Barraclough Contact Number: 01226 753406 Email Address: RachelBarraclough@barnsley.gov.uk	Wombwell IKIC Centre Barnsley Road Wombwell S73 8HT
Darfield Nursery Family Hub Manager: Rachel Barraclough Contact Number: 01226 753366 Email Address: RachelBarraclough@barnsley.gov.uk	School Street Darfield Barnsley S73 9EU
Bolton Nursery Family Hub Manager: Amy Turner Contact Number: 01226 890303 Email Address: AmyTurner@barnsley.gov.uk	Billingley View Bolton-Upon-Dearne Barnsley S63 8ES