

Belta Bristol Estate Community Centre - Groups

Terms and Conditions Agreement - Version May 2023

Entering the Community Centre

The Community Centre uses a Smart Lock that monitors and audits building access. When you make a booking, you will be issued a time-limited digital code that will work for that day only. This information will be sent to you separately. Access the door by first “palming” the keypad to wake it, then enter the code provided. The barrel can now be turned, and the door opened. Please contact a Trustee or the Concierge if there are any issues.

The door will automatically lock when you're done, just make sure the door is fully closed and is off the latch.

Book Exchange

The Community Centre has a bookcase of books available to be traded. This is a free exchange, please take whichever books you like, and donate any you are done with. If you have a particular favourite, please write a comment on our whiteboard!

Please note, as part of our non-discrimination policy, we cannot accept any books of faith or political persuasion or those that promote hatred of any groups. Belta reserves the right to any decisions regarding this.

Equipment Usage / Cleaning

Belta has a selection of various equipment available. You accept the responsibility that these are looked after and are responsible for any damages that occur. Please contact a Trustee or the Concierge as soon as possible if you notice any damages, or if any accidental damage occurs. Please switch off any devices at the end of the day.

Binbags can be found underneath the sink in the kitchen and cleaning supplies utility room opposite. Several bins are available by the accessible bathroom, please recycle into the appropriate bins where able to do so. Excess rubbish can be taken to the on-street bins on Donald Hall Road, up the stairs from the rear entrance.

Fire

Please familiarise yourself with the three exits in the Community Centre, located at the front door, next to the kitchen area leading into the residential block, and in the far corner of the hall area. If the fire alarm goes off, assume that this is not a drill. Our fire gathering point is Chadbourn Close.

Fire extinguishers are in the kitchen area, and by the fire exit in the hallway. Please do not put yourself at risk by tackling any fire if you are not confident and trained to do so. Evacuate the building immediately then call for help.

Please note that no smoking or vaping is allowed on the premises, and we ask that any cigarette butts and ash are cleaned up.

Kitchen

The Community Centre has a fully equipped kitchen area which is free to be used by all. Cooking and food preparation is possible. Please read and follow all relevant health and safety information and only use equipment that you are competent in its use. Please ensure hygiene is maintained whilst

handling any food. Be aware that multiple kinds of food are prepared, and Belta cannot guarantee any cross-contamination of food allergens. By using the kitchen area, you confirm you are happy with this risk.

Please wash up any used plates, and utensils, and wipe down surfaces and equipment used. No animals are allowed in the kitchen area. Children must be supervised at all times and is the responsibility of the hirer if injury occurs. Please report any damages to incidents to the Trustees or Concierge.

Tables & Seating

The Community Centre has several fold-out tables that can be used inside and out. These are easy to assemble, simply pull the table open, fold out the legs, and insert the stabilising poles. Please wipe these down and close them when you are finished. There are tablecloths available. Let a Trustee or the Concierge know before your booking date if you need these available.

Dart Board / Pool Table / Foosball Table / Arcade Machine

These are all free-play items. The pool table is multifunctional, serving as a dining table and a pool table, to switch these, simply place or remove the table toppers from the table. These should be moved with two people. Please treat these with kindness. If there are any missing items, please report this to a Trustee. Young children should not play with the dart board and should be supervised at all times.

The Arcade Machine is available for everyone to use. It is a freeplay machine, so no pennies required! Just press the power button and follow the menu prompts to select a game. Please turn it off after use to save electricity!

Board & Card Games

There is a selection of board and card games available, and these live just above the bookcase in the main hall, please feel free to play with these. Please treat these with kindness, put them neatly back into their boxes and return these to the bookcase when you are done.

Additional board games are available on request, please ask a Trustee if you would like access to these. Please report any damages to these to a Trustee or the Concierge.

Television / Sound Bar

We have a SMART TV in the hall on the wall. It is currently unable to provide any live TV services but can be used to plug in any device and sign into any subscription services. Please be mindful of any noise and switch it off and log off any subscription services when you're done!

The sound bar is BlueTooth enabled and can be connected to a variety of devices. Press the power button on the top and wait for the prompt that says "BT Ready." You are now able to connect to your music via BlueTooth.

Laptops and computers can be attached to the TV to act as a monitor for presentation purposes, the cable on the side allows you to do this and should work plug and play. Apps that offer screencasting, such as YouTube, can connect to the TV wirelessly via bluetooth.

Defib Machine

There is a defib located just outside the main door. If this is required for any reason, contact 999 and the call advisor will provide access and record its use. Please contact a Trustee if this is missing or appears used to ensure it is operationally ready.

Office

The office area is out of bounds, if there is a specific need for use of the equipment in the office, please speak to a Trustee to arrange access. Lockers are available in the office.

Piano

We have a working upstanding piano, and everyone is free to play! We are hoping to expand our sheet music collection, which will be stored in the piano bench seat storage. If you have any suggestions, please let us know!

We ask that you limit any piano playing after 6 pm and be mindful of residents nearby.

Toilets

There are two toilets to use, the female-only toilet is located just right of the main entrance, and the unisex accessible toilet, with changing facilities, is located in the main hall area. Please treat these with kindness and leave in a sanitary condition. Any issues spotted, please let a Trustee or Concierge know!

Wi-fi

The Community Centre has fast wi-fi. To connect to it, please look for “BeltaHub”, and the password is “TastySoup”. Please contact a Trustee if you are having trouble.

End of the Day

The Community Centre is a place used by multiple groups and residents, we politely ask that all rubbish is taken away, and any used equipment and surfaces are cleaned so the centre is ready for the next user. If there is any accidental heavy soiling or damages, please let one of the Trustees know so we can arrange for this to be cleaned/replaced.

Before leaving the building, please check that:

- Is the area clean?
- Have surfaces been wiped down?
- Has any rubbish been picked up and taken out?
- Are there any stains on the floor?
- Have all the kitchen appliances been turned off?
- Have all the lights been turned off?
- Have all the windows been closed and locked?

Damages

Please report accidental damage as soon as possible to one of the trustees directly, or via trustees@belta-brighton.co.uk detailing what was damaged and how it happened. Damages that are malicious or unreported may impose an additional fee to cover the costs of repair or replacement, whichever is cheaper.

Animals

Animals are welcome into the Community Centre during bookings, however, the user accepts all responsibility for the actions of the animal. It is expected that they are well-behaved and display no aggressive or intimidating behaviour. Please follow the Pets in the Community Centre Policy for specific details.

Please ensure that any messes are cleaned up both inside and outside, as this will incur a cleaning fee. Any breach may result in evidence being sent to relevant authorities for further action.

For youth-focused clubs and groups, no animals are allowed on the premises at any time, with the exception of support animals. Please advise Trustees ahead of time if a support animal is likely to be brought into the space.

Policies

All health and safety policies must be followed at all times whilst using the Community Centre. These are available on request and can also be viewed on the BELTA website. Failure to follow the policies may result in liability for any injury or material damage that occurs to self or others.

Signed Agreement

I the undersigned acknowledge that I have read and understood the terms and conditions of hiring the community centre, and will to the best of my knowledge ensure that the space is looked after and any damages are reported and understand that failure to do so will result in me being eligible for any cleaning, repair or replacement costs as detailed above. I agree to follow all policies and safeguards.

Print Name & Group

Signature

Date