

Community Use of Caroline Chisholm School

Code Of Conduct

1. Rooms and hired areas will be available to use from the time they are booked. If clients arrive before this time, access to the room may not be available. When booking, please allow time before the event is due to start, and for overruns. Your event must end and the room be cleared no later than the finish time as stated on your booking form.
2. All members of your group must be contained in the rooms that have been booked out only. The only other areas that you may use are the toilets and thoroughfares to and from the rooms hired.
3. Should your Booking continue after the agreed finish time, Kajima will make every endeavour to accommodate your wishes. However should a Leisure Attendant request you to vacate the premises, for example, in the event of requiring the room for a subsequent hirer, you should immediately comply.
4. Charges will be incurred on a pro-rata basis for any time run over booking times.
5. It is your responsibility to ensure that Rooms and Spaces are left in the condition that they were found. All furniture must be returned to its original layout and all litter must be removed. Failure to do so will result in a charge levied for cleaning.
6. Any accidents or damage occurring within the premises must be immediately reported to the Leisure Attendant on duty and will be logged in our Accident Book.
7. Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or any other means without consultation.
8. There is strictly no smoking in the building or outside in the school grounds.
9. Under no circumstances may food be brought into the Classrooms. All food should be consumed in the Dining area or a designated area which has been agreed.
10. We reserve the right to cancel your Booking with immediate effect and without liability if at the sole discretion of Kajima, it appears that:
 - a. The Booking may bring bad publicity or disrepute upon the company.
 - b. The Booking may be illegal.
 - c. The Booking is of a different nature to that confirmed by you.
 - d. The number of attendees may exceed published capacity figures and it is not possible to reorganise the Booking within the Society's premises.
 - e. It is possible that you may not be able to honour your obligations under the Contract.
 - f. You fail to pay any required deposit
 - g. You breach any of the conditions of these signed Conditions of Booking.
11. In the event of cancellation under the circumstances described above, any deposit paid by you may, at the sole discretion of Kajima, be retained.
12. *Hired Equipment:* Laptops, projectors and audio visual equipment can be hired for a fee. Prior notice is required and the hirer is responsible for any damage caused.
13. It is advised that you keep your valuables with you at all times. Kajima Community takes no responsibility for items that are stolen. Hired areas can be locked upon request.
14. There is a notice in each room regarding fire procedures. Please note and inform your delegates of this important information.
15. All public areas in the building are fully wheelchair accessible. There is a permanent ramp for entry into the building and lift facilities to all floors.
16. Hirers are responsible for all those who enter the site who do so with the intention to spectate or participate in the hirers activity. Those responsible for the supervision of minors are required to adopt

controls and practices to ensure minors are protected while at all times being under the care of a responsible **nominated** adult/s.

17. Helium balloons metallic or otherwise cannot be used in any rooms unless by prior arrangement with Kajima.
18. Fog or smoke machines cannot be used in any part of the school.
19. Confetti cannot be thrown or placed on tables or elsewhere in the school.
20. Fire doors should not be propped open using fire extinguishers or any other item.
21. Furniture and equipment can only be used if agreed by Kajima. If school equipment is to be used and permission has been granted for this, guidance on the use of equipment must be given beforehand.
22. Electrical items can only be used if they are PAT tested and certificate are provided to Kajima before event begins.
23. It is the hirers responsibility to ensure a first aider is part of the group. A first aid kit available from Kajima if required.
24. All vehicles must park in the designated bays only. If the hirer wishes to unload and load equipment this must be by prior arrangement only. All unloading and loading can only take place via the service road as shown on the diagram attached. Once the vehicle has unloaded the items, this vehicle must park in the designated car park at the front of the site.
25. Due to health and safety reasons a designated area has be set-a-side for the purpose of a barbeque or other outdoor cooking activity. There are strict rules governing this type of event which should be agreed with the Kajima prior to the event.
26. If the number of participants exceeds the amount given on the booking form, it may be necessary to draft in extra members of staff. This will be charged to the hirer and taken from the deposit.
27. Use of Kitchen

Catering at Caroline Chisholm School has an excellent reputation of providing high quality refreshment services. To protect this reputation everything possible must be undertaken by a hirer of the facilities. The following criteria will need to be met prior to any catering facilities at Caroline Chisholm School being hired.

- i) The Function Kitchen ONLY will be available for hire, with catering staff provided by Chartwells. The kitchen contains the following equipment which will be available for use

The following equipment is only to be used in the kitchen:

- a. Counter Servery Area
- b. Gas ovens and gas tops
- c. Electric fan ovens x 2
- d. Domestic freestanding fridge freezer

The following equipment is **not** available for use:

- a. Dishwasher
- b. Combi Oven
- c. Deep fat fryers
- d. Fridges/Freezers
- e. Hobart mixer
- f. Slicing machine
- g. Various stainless steel work benches
- h. Hand wash sink with anti-bactericidal soap and hand towels

Please note kitchen staff room and toilet will not be available for use. They must use the school toilets.

Caterers should provide there own black sacks for rubbish, all the bins to be emptied out into skips and clean bin liners replaced.

This equipment will be provided in a clean condition as will the floor, walls and ceiling. The rest of the kitchen will be cleared.

Please consider your kitchen use when entering the times you require the facility. It will not be possible to enter the kitchen premises prior to then.

The kitchen and all equipment used is to be left in the same condition as it was found at the end of the function i.e. scrupulously clean. The kitchen cannot be left in an untidy state and food etc may not be left in fridges overnight.

- ii) Cleaning equipment i.e. cloths, detergents, mops, brushes, refuse sacks etc. will NOT be available to you for your use. Please ensure you provide adequate equipment for your booking.
- iii) It will be expected that anyone present in the kitchen will be appropriately dressed complete with headwear to comply with Food Hygiene Regulations 1995.
- iv) Anyone present in the kitchen will also be required to satisfactorily complete a health questionnaire prior to using the facilities. These will be issued on the day.
- v) You are responsible for monitoring and recording the temperature of foods as they enter the kitchen.
- vi) You are responsible for monitoring and recording the temperature once food has been re-heated prior to service to ensure that critical temperatures are reached.
- vii) The staff are not present to cook food or clean and tidy the kitchen at the end of the evening. The staff will however ensure the correct standards of cleanliness are achieved. If a satisfactory standard is not achieved, additional charges may be levied.
- viii) Food which is to be re-heated in the oven should be in containers no more than 10cm high, to ensure thorough re-heating.
- ix) It is expected that any equipment or food brought into Caroline Chisholm School will be of the highest standard and will have been prepared in ideal conditions to comply with The Food Hygiene Regulations 1995. All electrical equipment MUST have a valid Portable Appliance Test certificate
- x) You will be expected to provide details of your due diligence defence in writing. This will include the following details
 - o Where the food was produced
 - o Who has produced the food? Details of Food Hygiene training of staff should also be included.
 - o When the food was produced with records of critical temperatures achieved
 - o How the food was transported including temperature and time records

No raw food will be prepared on site.

12) Access will be available either through the Main entrance or from the service road to the side entrance.

13) The following charges will be made for equipment hired

Function Kitchen

£30.00 per hour - Additional use

Breakages

(breakages will need to be paid for but will be invoiced for after the event)

The set up required relating to table layout will need to be agreed prior to the event.