



Registered Charity No. 1168203  
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ  
admin@jerichocentre.org.uk – www.jerichocentre.org.uk

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## **Room hiring policy**

The Jericho Community Association Hiring Policy should be used in conjunction with other JCA policies and other documents, specifically:

- Constitution
- Equal Opportunities policy and statement
- Health and Safety and COSHH policies
- Fire and other emergency procedures
- Child and Vulnerable Adult Protection policy
- The Conditions of Hire Form

These documents can be found on the JCA website [www.jerichocentre.org.uk](http://www.jerichocentre.org.uk) and are available from the office on request.

### **Equalities issues**

The JCA Constitution and Equal Opportunities documents state that use of the Centre will be open to all individuals and organisations that comply with JCA aims and objectives.

This means that JCA will make positive efforts to ensure that the Centre is available to all, with the proviso that certain organisations and individuals might be considered not to comply – such as an organisation opposed to equality of opportunity for all.

If the Administrator has a query relating to this issue s/he will consult the Chair of the JCA Management Committee initially, and the Committee will be asked to make a ruling, having consulted with relevant experts such as Community Matters or Charity Commission.

### **Health and Safety and COSHH policies**

Any hirer will be required to observe the requirements of the JCA Health and Safety and COSHH Policies. JCA will provide a safe environment for use. Hirers are responsible for the well being of their users and the safe use of the environment provided by the JCA. Any concerns about building safety must be reported to the administrator initially and then to the appropriate person – which could include the

JCA health and safety representative, the JCA management committee, or Oxford City Council.

The JCA has a general Health and Safety risk assessment for activities, but regular users are responsible for producing a written Health and Safety Risk Assessment for their specific activity. JCA can help by providing an example of a Health and Safety Risk Assessment for an activity.

### **Fire and other emergency procedures**

These procedures are clearly posted in strategic positions around the Community Centre, and hirers are responsible for ensuring they are fully aware of them. JCA has a general Fire Risk Assessment for activities, but regular users are responsible for producing a written Fire Risk Assessment for their activity. JCA can help by providing an example of a Fire Risk Assessment for an activity. Any hirer should have an emergency plan which might range from having emergency contact details for participants and a means of making contact (eg mobile phone) to more detailed procedures such as occasional but regular fire practices for regular users.

### **Child and Vulnerable Adult Protection Policy**

All users must abide by the JCA Child and Vulnerable Adult Protection Policy. The JCA administrator is the JCA Child Protection Officer. S/he will maintain a record of the status of relevant regular hirers. This record will be checked annually. Hirers are responsible for ensuring that their activity complies with Child and Vulnerable Adult Protection Act requirements, specifically for ensuring that the required Disclosure and Barring Service (DBS) checks for staff and volunteers are obtained and up to date. Hirers must notify the administrator of any relevant changes to the circumstances of their activity, e.g. staffing changes.

The JCA is aware that changes to the Child and Vulnerable Adult Protection Act are proposed. If it becomes clear that these changes require changed procedures, JCA will notify users.

### **Conditions of Hire Form**

The Conditions of Hire Form refers to a range of issues not covered above these include: deposits, standard locking and unlocking times, consideration for residents, loss and damage, maximum user numbers, sale of alcohol, cancellations etc.

### **Charitable Objectives**

The JCA Constitution states that all Jericho residents who choose to do so are considered to be JCA members. There is no fee for JCA membership. JCA also offers a 10% discount for one-off room hire for Jericho residents. The JCA Management Committee is prepared to consider specific written requests for room hire reductions which meet its Charitable Objectives, for example requests relating to fundraising, or new local community initiatives. Income from room hire is JCA's main source of income.

### **Room hire charges**

Users will pay the current regular hire charges, with a discount for Jericho residents.

## **Management Committee**

Any issues relating to Hiring Policy generally will be considered by the JCA Management Committee at the earliest available opportunity.

Agreed at the JCA Management Committee

12<sup>th</sup> September, 2016

Signed

*Charlotte Christie.*

Charlotte Christie

Chairman