



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

## **Terms and conditions for room rental**

1. Contracts for room rentals are agreed annually for each calendar year.
2. The room user will be given a key or door code for entry to the building and is responsible for returning any key on the termination of the agreement.
3. The room user will keep a log of all keys issued for the room and will on request give the Jericho Community Association a list of key holders. If additional sets of keys are to be cut, this will be at the expense of the room user.
4. For reasons of fire and other forms of security, the room must be accessible by key at all times to administrator of the community centre. If a lock is changed, a new key should be given to the administrator.
5. The room user, official workers, committee members and clients may access the Community Centre. The room user will not give unknown persons access to the building.
6. Access is allowed seven days per week between 07.00 and 23.00. Outside these hours the room can only be used if permission is granted by the Management Committee of the Jericho Community Association at least 28 days in advance of the said use.
7. The room user is responsible for securing the Centre upon exit, and should switch off heating and lights.
8. The room user is responsible for cleaning inside the room.
9. The Jericho Community Association holds no responsibility for property either inside or outside the room. The room user should arrange appropriate insurance.
10. The room user is responsible for any damage caused to the building fabric by themselves or their clients – for example, graffiti, broken windows. Repair bills will be charged directly to the room user.
11. The room user is granted permission to install telephone and internet connections at their own expense.
12. Jericho Community Association will clean the common areas of the building, including the WCs, and provide water, electricity, and heating by way of a service charge which is shared proportionally between all users and the Jericho Community Association.

13. The room user is responsible for paying business rates directly to Oxford City Council.
14. The room user agrees to be bound by the JCA's policies on Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety, and Control of Substances Hazardous to Health and to any additional protocols that are introduced. Copies of these policies can be found on the JCA website, at [www.jerichocentre.org.uk](http://www.jerichocentre.org.uk) and are available from the office on request.
15. Fire and other emergency procedures are clearly posted in strategic positions around the Community Centre, and room users 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 Fire Risk Assessment for their own activity. The room user will instruct clients in the safe evacuation of the building in an emergency.
16. If either party wishes to terminate this agreement, three months written notice must be given. In exceptional circumstances (e.g., grievous misconduct, misuse of the premises, non-payment of rent, or breach of contract) the Jericho Community Association will require the room user to vacate the premises.
17. The room user should be aware that there are plans to replace the building and there is no guarantee that the agreement can be extended.
18. If both parties wish the agreement to be extended, it will be reviewed before the expiry date at which point the room rate and service charge for the subsequent period would be agreed.
19. If any disputes arise out of this agreement, in the first instance both parties must agree to arbitrate through officers appointed by Oxford City Council.
20. Rents must be paid by standing order. If in any month the rent is not paid by standing order, there will be an additional 5% administrative charge.

Jericho Community Association

As amended 14/12/2020