



St Leonards Childrens' Centre Booking Form

Please complete all section of this form

Policies and Procedures
SLCC Booking Form FSN.010.b

East Sussex
County Council



Please tick room(s) required

- Green A large room furnished with chairs and some children's toys and equipment. There is a hatch to the kitchen to enable serving of refreshments.
- Red Furnished with tables and chairs and are suitable for training / meeting rooms for up to 15 people using tables, and 25 without tables.
- Blue Furnished with tables and chairs and are suitable for training / meeting rooms for up to 15 people using tables, and 25 without tables.
- Yellow Furnished as a small office / consulting room. This room has been pre-booked by the Health Team for anti-natal, smoking cessation and sexual health clinics.
- Orange Small meeting space, maximum of 3 people. Furnished with a sofa, armchair and low table.

Additional Information

How many people attending your meeting?

Number of children between the age of 0 & 5

Meetings and events which are not intended for this age range will incur a charge at of £10.50 per room per hour

Please tick if you require any of the following?

- OHP project
- Flip chart
- Television
- DVD
- VCR
- Tea, coffee, biscuit

Any other requirements:

Your information

Your name

Organization?

Booking title:

Date of booking?

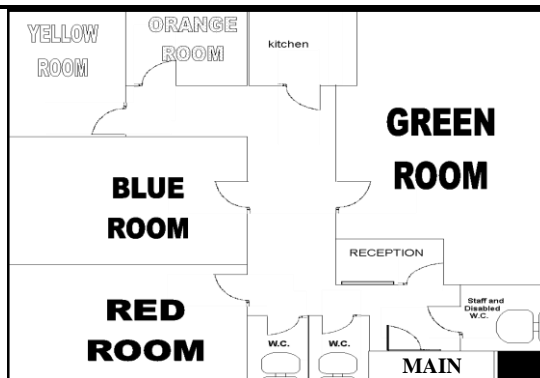
From **am/pm** **To** **am/pm**

Does this booking repeat? YES/NO
If yes

Every day/week/month/other _____

Until (date)

Excluding (if applicable)



Please return your completed form to

**Ron Cook
Centre Admin
SLCC
66, London Road,
St Leonards on Sea TN37 6AS**

Or you can email it to
rcook@fellowshipofstnicholas.org.uk

Please note that you will need to complete the risk assessment attached to this booking form before we can accept your booking.

The entrance to the centre is 66m from the corner of London Road and Clyde Road, on the left hand side as you approach. The centre is open 9am-4.30pm Mon-Fri.



Hastings & St Leonards Children's Centres Risk Assessment

To be completed with room booking forms and returned before booking commences.

Children's Centre		Hirer's Company	
Risk Assessor (Activity Organiser)			
Room/Area in centre			
Task/Activity			
Number of adults		Number of Children	
		Age Range of children	
Date of booking		Date Risk Assessment filled in	
Description of Activity and Hazards Associated:			
Consequence of Hazard			
Minor injury <input type="checkbox"/>	Injury <input type="checkbox"/>	Over three-day absence <input type="checkbox"/>	
Major injury <input type="checkbox"/>	Disability or Death <input type="checkbox"/>		
Persons at Risk:			
Current Control Measures:			

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating	
Likelihood :1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Severity :1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Risk (Likelihood x Severity)	
Risk Priority Rating	<input type="checkbox"/> High (16 – 25) <input type="checkbox"/> Medium (9 – 15) <input type="checkbox"/> Low (1 – 8)
Recommended Control Measures	
Revised Risk Priority Rating (L) x (S) =	<input type="checkbox"/> High (16 – 25) <input type="checkbox"/> Medium (9 – 15) <input type="checkbox"/> Low (1 – 8)
Signature of Assessor	<input type="checkbox"/> Electronic Signature OR _____
Date	

Terms & Conditions of Room Use

1. Please remember to include time for setting up and clearing away within your booked room time, as it will not be possible to access rooms until the agreed time, unless previously negotiated. In addition, rooms must be vacated at the agreed time, so that they are available for the next user.
2. Groups are responsible for the cost of any damage to the grounds, building, fixtures & fittings and contents incurred by their group members.
3. Car parking can only be accommodated for cars displaying disabled badges.
4. FSN is covered by Public Liability Insurance; no liability is accepted by the Management for personal accident or injury sustained by any person. **GROUPS USING THE ROOMS ARE REQUIRED TO CARRY THEIR OWN PUBLIC LIABILITY INSURANCE COVER.**
5. FSN is designated as a non-smoking area. Groups are to ensure that those who wish to smoke do so off the grounds.
6. Some First Aid facilities are provided in the main reception, when open. However groups are responsible for making their own arrangements in respect of First Aid.
7. In accordance with Health & Safety regulations Group Leaders are asked to keep a daily/weekly register of those attending activities, so that in the event of a fire this register can be checked. We may also ask regular users, periodically, to let us know the numbers of people attending your activity. This is to monitor numbers accessing the centre.
8. In accordance with local fire regulations, no naked flames or smoke generating equipment should be used on the premises.
9. Groups are reminded that they and their group should be fully conversant with the procedures to be followed in the event of a fire or bomb alert. At the sound of the fire bell Groups should immediately vacate the building by the nearest safest fire exit and assemble at the Adventure Playground on the far side of the games area. A member of FSN or the Fire Brigade will inform groups when it is safe to return to the building. Group Leaders should assist all members of their group to vacate the building as necessary.
10. **Please note:** The main entrance door should be kept shut at all times. It can be an inconvenience but it is for the safety of all who use the building. This is strictly limited to genuine authorised users. We ask that you do not take responsibility for other groups, please avoid admittance to anyone who is not a member of your group/activity if they belong to another group that group will allow entry.
11. Any problems with unauthorised persons trying to gain entry or behaving in an abusive manner should not be tolerated. Please use the public telephone in the Foyer (which is free for contacting emergency services) to notify the police immediately. **Please also notify the Centre Staff as soon as possible 01424 423683 ext. 30 or 29**
12. Please remember this is a public building, and in the event of any emergency, please contact the emergency services. The safety of your group and yourself should come first at all times.

I agree to the terms and conditions of room use _____ (please note we cannot accept any booking where the terms and conditions have not been agreed.