Sheffield City Council



Libraries, Archives and Information

**Hire of library rooms and facilities**

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2. **Nov 2017**
3. **Aug 2018 small update, note 7 page 5**
4. **April 2024 – new pricing structure**
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**Sheffield Libraries, Archives and Information Service**

**Room Hire**

**Visit:** [**https://www.sheffield.gov.uk/libraries-archives/hire-library-room**](https://www.sheffield.gov.uk/libraries-archives/hire-library-room)

1. **Rooms for Hire**

The following libraries have rooms for hire.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Library | Address | Size of room | Facilities |  |
| ChapeltownCall: 0114 203 7000. | **chapeltown.library@sheffield.gov.uk** **Nether Ley Avenue, Sheffield, S35 1AE** | 52.8m2  | ToiletDisabled ToiletRefreshment facilities | Photo |
| Crystal PeaksCall: 0114 293 0612. | **crystalpeaks.library@sheffield.gov.uk** 1-3 Peak Square, Crystal Peaks Complex, Sheffield S20 7PH | 107.2m2  | ToiletDisabled ToiletRefreshment facilities | See outside |
| DarnallCall: 0114 203 7429. | **darnall.library@sheffield.gov.uk**Britannia Road, Sheffield, S9 5JG | 52.9m2  | Toilet | See photos |
| EcclesallCall: 0114 203 7222. | **ecclesall.library@sheffield.gov.uk** 120 Ecclesall Road South, Sheffield, S11 9PL | 65m2  | ToiletRefreshment facilities | Photo |
| Firth ParkCall: 0114 203 7433. | **firthpark.library@sheffield.gov.uk** **443 Firth Park Road, Sheffield, S5 6QQ** | 68 m2 - ground floor82 m2 - first floor | ToiletDisabled ToiletRefreshment facilities | See photos |
| ManorCall: 01142037805 | **manor.library@sheffield.gov.uk** Ridgeway Road, Sheffield, S12 2SS | 65.9m2  | ToiletDisabled ToiletRefreshment facilities | See photos |
| Central LibraryCarpenter roomCall: 0114 203 7806 | CarpenterRoom@sheffield.gov.uk. Surrey Street, Sheffield S1 1XZ | 131.3 m2 | ToiletDisabled ToiletRefreshment facilitiesLecture podiumProjector, Screen and Microphone | See photos |

* 1. **Community Libraries**

Rooms for hire in our Community Hub Libraries can be hired both during library hours and outside of library hours.

Room Hire outside of library opening hours will require the Hirer to take responsibility for the keyholding of the building and therefore they are required to pay a deposit of £25.

Room Hire is only available for low-risk activities – see terms and conditions of hire.

The opening hours of Community Hub Libraries are:

**Monday – 10am until 5pm**

**Tuesday – 10am until 5pm**

**Wednesday – 10am until 5pm**

**Thursday – closed all day**

**Friday – 10am until 5pm**

**Saturday – 10am until 4pm**

* 1. **Central Library – Carpenter Room**

The Carpenter Room in Central library has a capacity of 80 people seated or 100 people standing. The space is flexible and can be set out in a variety of layouts such as boardroom, theatre, cabaret and classroom styles. Room Hire also includes use of the adjacent Jackson Room which can be used for smaller meetings, discussions & workshops or as a breakout room.

Facilities for light refreshments are also available for a small charge. Disabled access to the building is via the entrance on Arundel Gate. There is a lift to all floors and a disabled toilet.

The Carpenter Room is only available for hire during Central library opening times:

**Monday – 10am until 5pm**

**Tuesday – 10am until 5pm**

**Wednesday – 10am until 8pm (late evening)**

**Thursday – 10am until 5pm**

**Friday – 10am until 5pm**

**Saturday – 10am until 4pm**

**1.3 Volunteer run libraries**

The Volunteer run libraries in Sheffield may set their own rates for room hire and are not subject to this policy. For further information about room hire in the Volunteer run libraries in Sheffield visit:

<https://volunteerlibrariesinsheffield.org>

1. **Hire Charges**

**2.1 Room Hire**

|  |  |  |
| --- | --- | --- |
|  | **Community hub libraries** | **Central Library** |
| **Community Room** | **Carpenter Room**  | **Carpenter Room** |
|  | **during library opening hours** | **out of library hours** | **Half-day rate** | **Full-day rate** |
| **Band A**Local Community Groups (unconstituted) | £5 per hour | £10per hour | £50 | £80 |
| **Band B**Not for Profit Organisations and Charities | £10per hour | £30 set fee | £50 | £80 |
| **Band C**Council and other Public Sector Organisations | £15per hour | £40set fee | £50 | £80 |
| **Band D**Commercial Organisations and Private Hire | £20per hour | please enquire | £80 | £100 |

Note 1: Hourly rates be charged to the next full hour. E.g. 1 hour 20 minutes would incur a charge for 2 hours.

Note 2: The hire time must include setting up time and all participants need to have left by the finishing time.

Note: Half days 10am until 1pm and 1.30pm to 4.30pm. Exact times can be negotiated depending on existing bookings.

Note: Access to the Carpenter Room for setting up can be available from 9.30am, with participants having access from 10.00am.

**2.2 Equipment Hire**

The costs for equipment are listed below.

* Use of projector: £5 per session
* Use of flipchart and marker pens: £5 per session

**2.3 Refreshments**

Carpenter Room – Tea/Coffee/Water/Biscuits available at £1.50 per head per half day session. £3 per head for a full day session. Prices based on self-service.

Community Hub Libraries – Hirers may use the drink making facilities for free if they supply their own tea/coffee/milk etc. If they wish tea/coffee/milk etc. to be supplied charges will be made as per the Carpenter Room.



Libraries, Archives and Information

**Terms and Conditions of Hire**

1. **Terminology**

**Hirer:** This is a person, group or organisation whose name the booking is in.

**Contact Person:** This isa named person who the library service will deal with regardingthe administration of the booking and payment of fees and charges.

**Responsible Person:** If the Contact Person is not present for the duration of the booking, the Hirer should also name a Responsible Person who will be present whohas responsibility for other people attending**.**

**Session:** This refers to the period of hire covering a single event or activity. Therefore a booking may consist of a single session, or multiple sessions.

1. **Restrictions of hire**

Sheffield Libraries, Archives and Information reserves the right to refuse bookings or withdraw the use of premises if the Hirer misuses facilities or contravenes the lettings conditions. The decision of Sheffield Libraries, Archives and Information staff is final.

Council owned venues must not be used to promote hate or intolerance, provide a platform for extremists or to disseminate extremist views, or for activities that are likely to undermine community cohesion.

Hire by private/commercial organisations or individuals out of library hours is restricted to low-risk activity. Attendance must be by invitation only and not open to the general public. Private parties involving alcohol will not be permitted. The Carpenter room does not offer out of hours hire.

There is a No Smoking policy in all Sheffield Libraries, Archives and Information premises.

1. **Permissions and licences**

Open public meetings cannot be held without the express permission of the Library Information Officer, and in some cases the Head of Libraries, Archives and Information.

If live music is performed a Performing Rights Society (PRS) Licence is required. If recorded music is played a PRS and a Public Performance Licence is required. Therefore live or recorded music must not be played on the premises without the specific approval of the Library Information Officer having witnessed the necessary licenses.

The Hirer may run a raffle and other fundraising activity between their own members, but this must be compliant with any licencing requirements. The group must not attempt to sell tickets or gain donations or sponsorship from other library users. Any tickets, prizes and cash collected are the sole responsibility of the Hirer.

1. **General terms of use**

The premises, including kitchen and toilet facilities if used, should be left clean, tidy and secure. Equipment and furniture must be re-sited as found or in agreement with the library manager. Rooms will be checked by library staff after use.

It may be necessary to ask groups to reduce noise levels if library staff and other users are unduly distracted by the noise.

1. **Health and safety**

5.1 Health and safety responsibility

Safety procedures must be observed by groups/organisations using the facilities.

The Hirer / responsible person shall be present during the whole session. This person will be responsible for supervision of people and activities. This includes an evacuation plan for people who may not be able to exit the building unaided.

The Hirer is responsible for undertaking a risk assessment of any activity taking place during the session. Groups given Band A status will only be covered by Councils public liability insurance for low-risk activity.

The Hirer may be required to provide copies of risk assessments and other relevant health and safety documentation required to perform/run the event and related activities.

A sample risk assessment form can be found in Appendix 2.

* 1. Fire precautions

The Hirer must be aware of the fire regulations and procedures. The hirer/responsible person may be asked by library staff to attend an induction meeting.

In some libraries it will be necessary for a member of the group to sign the group in and out of the library visitors' book in order for fire procedures to be observed.

All exit doors shall be available for exit during the whole time that the group/organisation is on the premises

The Hirer/responsible person must:

* On arrival, acquaint themselves with the Fire Evacuation Procedure and Assembly Point, fire doors and fire appliances, telephone and emergency contact details.
* Keep a fire list (signing in sheet) detailing all those present during the period of hire in order to account for all persons in the case of an evacuation.
* Keep fire doors, gangways, corridors, staircases and external passageways entirely free from obstruction.
* Keep fire doors closed at all times.
* Ensure they have an evacuation plan for children and vulnerable adults who may require assistance exiting the building.
	1. Safeguarding

The Hirer is responsible for the care and safeguarding of any children or vulnerable adults during the session, this includes obtaining adequate DBS checks for any staff or volunteers.

The Hirer is responsible for ensuring they have an evacuation plan for children and vulnerable adults who may require assistance exiting the building.

1. **Building access and security**

This section is only relevant where facilities are hired outside library opening times.

The Libraries, Archives and Information Service reserve the right to make the decision on the security arrangements for the building and this may include a charge for staff attendance. Please discuss with library staff at the time of booking.

The key-holding responsibility will be given to one person who will be the named key-holder. They will be given instruction on building security and they must sign a form to confirm the following:

* + Their name and contact details and proof of identification.
	+ The time of key collection.
	+ When the keys are to be returned.
	+ A promise to keep the security arrangement of the building confidential.
	+ The buildings security arrangements are understood.

A cash deposit of £25 will be required for the key, payable when the key is collected. This will be refunded when the key is returned and if no adverse situations have arisen as a result of the letting. For block bookings the deposit will be retained until the final booking.

No one should have responsibility for the keys and building security, other than the key-holder. On a temporary basis (e.g. when the key holder is on holiday), they may assign the key-holding role to a deputy who will be held responsible for the building’s safety and security. Library staff should be informed of the temporary arrangement.

Access to any meeting must be controlled by the group's responsible person or key-holder. The entrance must not be left unattended. The door should be locked when all group members are present.

The key-holder must ensure the alarm is set when leaving the premises. Any triggering of the alarm system not due to a system fault or failure, will incur a cost to the library. Groups will have to pay £50 to cover these costs.

1. **Other charges**
	1. Room condition

An additional charge may be made up to £30 for additional cleaning/tidying costs, if the room is not left in a reasonably clean and tidy condition.

* 1. Key deposit

A deposit of £25 is required for any keys provided. See section on building security and access for further information.

* 1. Triggering of the alarm system

Any triggering of the alarm system by the Hirer, not due to a system fault or failure, will incur a cost to the library from the alarm monitoring company. The hirer will be charged £50 to cover these costs.

* 1. Cancellation

If for some reason the Hirer wishes to cancel their booking, they must give 24 hour notice, otherwise they will be charged the hourly rate or set rate.

* 1. Damage

Damage to Sheffield Libraries, Archives and Information property and equipment by groups using the facility will be charged for at a replacement rate.

* 1. Storage

Equipment or other materials should not be left in the room/library in between bookings without prior agreement with library staff.

The Libraries, Archives & Information service may make a weekly storage charge for material which is, by agreement, left on the premises.

Groups are responsible for their own property. Sheffield Libraries, Archives and Information takes no responsibility for loss or theft.

1. **Insurance Requirements for Hirers of Council Facilities**

All persons, groups and organisations hiring facilities in Council libraries must be covered by public liability insurance.

It is essential the Hirer accurately assesses the risk level of their activity. Failure to do so could invalidate the insurance cover and could leave the Hirer responsible for any claim.

* 1. Activity covered by the Council’s public liability insurance

Un-constituted groups without a bank account who are unable to purchase their own public liability insurance are likely to be covered by the Council’s public liability insurance. To be eligible the activity must be low risk (see sample risk assessment Appendix 1).

If an un-constituted group has been operating under the Council’s Public Liability Insurance, but change their activity, the Hirer should check this new activity is still eligible for cover. It is the responsibility of the Hirer to ensure they are adequately insured. Where sports instructors are engaged by groups who do not have their own public liability insurance, the instructor must have their own public liability insurance for delivery of the session. The Council’s policy will only cover the hirer for any liability attached to the letting excluding the sporting activity.

* 1. Public liability insurance requirements where activity is not covered by the Council.

The Council’s public liability cover cannot cover community groups that are registered charities, companies limited by guarantee, community interest companies etc. Professional instructors, schools, registered child-care providers, cubs, scouts, brownies etc.

Where sports instructors are engaged by groups who do not have their own public liability insurance, the instructor must have their own public liability insurance for delivery of the session.

* 1. Examples of Low and High Risk Activities

Examples of low risk activities are:

|  |  |
| --- | --- |
| Meetings (except political parties) | Arts & Crafts |
| Social Gatherings | Coffee Mornings |
| Jumble Sales | Children’s activities (excluding bouncy castles) |
| Low Impact Exercise Class (e.g.chair-aerobics) | Workshops |
| Special Interest Classes (writing, history etc.) | Lunch Clubs |
| Informal Playgroups | Small Fetes or Fairs (excluding bouncy castles) |

Examples of higher risk activities are:

|  |  |
| --- | --- |
| Bouncy Castles  | Rides or bungee jumping |
| Climbing Walls | Martial Arts Classes |
| Large Fetes or Festivals | Political meetings |
| Professional Entertainers | High Impact sports classes |

8.4 Other Insurance

For larger events, Hirers may also decide to take out cover for issues such as unforeseen cancellation or damage to their equipment.  Whilst it would be prudent for Hirers to have these insurances, the Council does not insist that they are in place.

This is not an exhaustive list - contact the Sheffield City Council Insurance Team if you have any queries about insurance for a letting: 0114 2734453 / email: insurance@sheffield.gov.uk

Appendix 1 **Sheffield Libraries, Archives and Information Service**

**Running your group safely, guidance on completing a Risk Assessment**

Small un-constituted groups may be covered by the Council’s public liability insurance when they hire library facilities, dependent on the activity being low risk as determined by a risk assessment by the Hirer.

For risk assessments to be effective, the Hirer should:

* Ensure everyone running activity is aware of the risk assessment and what it says.
* The risk assessment is kept up to date and is reflects what you want to do.

Some accidents and mishaps cannot be helped, but in most cases by planning ahead you can ensure that if any accidents do happen, that you are prepared. In the risk assessment think about the equipment you use, the physical activity you do, the space you use and the people who attend. There may be more risk if the people attending the group need extra help and support, such as children or people who have a disability or women who are pregnant.

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard – What could happen? | What is the danger? | Who could be hurt | Action taken to reduce the hazard |
| Example: Hot water being spilled | Example: People could be scalded, or electrocuted if the spillage is on electrical equipment. | Example: Parents and children attending the group | Example:* The group will only have hot drinks if children are not present.
* The kettle cannot be taken out of the kitchen area.
* Any water for hot drinks in the community room must be transported in a sealed flask.
* No drinks around electrical equipment.
* Only PAT tested electrical equipment will be used.
 |

**RISK ASSESSMENT TEMPLATE**

Name of Group:

Date:

Name of person(s) who has done the risk assessment:

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard – What could happen? | What is the danger? | Who could be hurt | Action taken to reduce the hazard |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
|  | Impact and Consequences |
| **Minor:**  e.g. incident but no injury | **Marginal**, e.g. first aid injury | **Moderate**, e.g. requiring a GP appointment | **Serious** , e.g. requiring urgent medical treatment/ hospitalisation | **Major**, e.g. death or disability |
| Likelihood(After action is taken to reduce the hazard as described in the risk assessment) | **Almost Certain** | MEDIUM | MEDIUM | HIGH | HIGH |  VERY HIGH |
| **Likely**, will probably happen at some time | LOW | MEDIUM | MEDIUM | HIGH | HIGH |
| **Possible**, could happen at some time | LOW | LOW | MEDIUM | MEDIUM | HIGH |
| **Unlikely**, not likely to happen  | LOW | LOW | MEDIUM | MEDIUM | MEDIUM |
| **Rare,** mayonly happen in extreme or freak circumstances | LOW | LOW | LOW | LOW | MEDIUM |

The risk for this Group Activity is assessed as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Note:

High risk activities should not take place in the library and room hire applications will not be accepted.

If activities are assessed as Medium risk, the group is required to have their own public liability

insurance.

**Room hire check list**

**To be completed by library staff**

|  |  |  |
| --- | --- | --- |
|  |  **Check** | **Tick when completed** |
| Terms and conditions of hire | The hirer has received the terms and conditions of hire. |  |
| Price Banding | Room/space hire will be charged at Band ------------(Library staff to insert banding level A, B, C or D |  |
| Deposit & other costs |   Costs have been calculated and paid.  Amount of payment in cash £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Or Amount to be invoiced £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Key-holding | If applicable, the key-holding form has been agreed and signed and deposit of £25 taken. Confirm proof of identify has been checked before keys are handed over. |  |
| Storage | Does the hirer require any storage? |  |
| Equipment | Does the library have the equipment the Hirer requires? |  |

Date:

Name of Library Staff Member: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any comments relating to the booking: