Sheffield City Council



Libraries, Archives and Information

**Hire of library rooms and facilities**

<http://www.sheffield.gov.uk/libraryroomhire>

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| **Author:** | **Community Services Manager** |
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1. **How to book a community room or facility in our libraries**
2. **Choose the space you want to hire.**

**2.1 Council run hub libraries**

The following libraries have separate rooms or library space which may be let out both inside and outside of library opening hours:

|  |  |  |  |
| --- | --- | --- | --- |
| Library | **Telephone** | Email address | Size of room |
| Chapeltown | **0114 203 7000/1** | [chapeltown.library@sheffield.gov.uk](mailto:chapeltown.library@sheffield.gov.uk) | 52.8m2 |
| Crystal Peaks | 0114 293 0612 | [crystalpeaks.library@sheffield.gov.uk](mailto:crystalpeaks.library@sheffield.gov.uk) | 107.2m2 |
| Darnall | 0114 203 7429 | [darnall.library@sheffield.gov.uk](mailto:darnall.library@sheffield.gov.uk) | 52.9m2 |
| Ecclesall | 0114 203 7222 | [ecclesall.library@sheffield.gov.uk](mailto:ecclesall.library@sheffield.gov.uk) | 65m2 |
| Firth Park | 0114 203 7433/4 | [firthpark.library@sheffield.gov.uk](mailto:firthpark.library@sheffield.gov.uk) | 68 m2 ground floor  82 m2 first floor |
| Highfield | 0114 203 7204 | [Highfield.library@sheffield.gov.uk](mailto:Highfield.library@sheffield.gov.uk) | Library space only |
| Hillsborough | 0114 203 9529 | [Hillsborough.library@sheffield.gov.uk](mailto:Hillsborough.library@sheffield.gov.uk) | Library space and children’s library area |
| Manor | **0114 203 7805** | [manor.library@sheffield.gov.uk](mailto:manor.library@sheffield.gov.uk) | 65.9m2 |
| Stocksbridge | **0114 273 4205** | [stocksbridge.library@sheffield.gov.uk](mailto:stocksbridge.library@sheffield.gov.uk) | 71.6m2 |
| Woodseats | **0114 293 0411** | [Woodseats.library@sheffield.gov.uk](mailto:Woodseats.library@sheffield.gov.uk) | Library space only |

**Appendix 1** gives the library opening times and library addresses. You can also visit the Council Website for information on all Sheffield Libraries <http://www.sheffield.gov.uk/libraries/find/all>.

**2.2 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.

**See Appendix 1** for opening times, address and contact details.

**2.3 Volunteer run libraries**

This policy document does not cover room hire in the volunteer run libraries.

To find out more about community rooms and space for hire in Sheffield’s volunteer run libraries visit: [**http://www.volunteerlibrariesinsheffield.org.uk**](http://www.volunteerlibrariesinsheffield.org.uk)**.**

You can also get contact details via the Council website [**http://www.sheffield.gov.uk/home/libraries-archives/our-libraries**](http://www.sheffield.gov.uk/home/libraries-archives/our-libraries)

1. **HOW MUCH DO YOU NEED TO PAY?**

**3.1 Banding criteria**

Look at the Band descriptions below and identify which you/your group or organisation falls into. If you are not sure, please contact the Library Information Officer at the library you wish to hire and they will be happy to discuss this with you.

**Band A**

* Informal, un-constituted groups, where the activity is not funded.

plus

* The activity is closely allied to the priorities of the library, such as reading groups, homework clubs. Each library has different priorities, so if you are in doubt please telephone or visit the library and ask to speak to the Library Information Officer.

plus

* The activity is low risk.

**or**

* Councillor and MP surgeries offering free 1:1 advice and guidance to the community

**or**

* Activity which is a partnership/joint arrangement with the Library, Archive and Information service (LAI), and approved by the LAI Leadership Team.

**Band B**

* This rate is for local community groups that are able to fundraise, not for profit organisations, charities, Council and other public sector partners running activities that benefit the community.

**Band C**

* This rate is for commercial organisations, commercial activity which are for profit, or private hire for functions or events. The activity must be suitable for a public library, and this will be decided by Leadership Team with recommendations by the Library Information Officer.

**3.2 The Band Charges**

Use the table below to see how much room hire will cost you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Community hub libraries** | | | | |
| **Community Room** | | **PN (computer suite)** | **Whole library** | **Use of small space (table)** |
|  | **during library opening hours** | **out of library hours** | **Out of library hours only (see note 7 below)** | **out of library hours only** | **during opening hours only** |
| **Band A** | Free | £10  per hour | £10  per hour | £50  Set rate | Free |
| **Band B** | £10  per hour | £15  per hour | £15  per hour | £85  Set rate | £5  per hour |
| **Band C** | £14  per hour | £20  per hour | Not available for hire | Not available for hire | Not available for hire |

|  |  |  |
| --- | --- | --- |
|  | **Central Library** | |
|  | **Carpenter Room** | **Use of small space (table or stand)** |
|  | **During opening hours only** | **During opening hours** |
| **Band A, partnership activity** | Free | Free |
| **Band B** | Monday, Tuesday, Thursday and Friday 10.00am-5pm and Wednesday 1.30pm-5pm - £20 per hour  Wednesday 5-7.30pm & Saturdays 10.30am-3.30pm £30 per hour | £5  per hour |
| **Band C** | As Band B | N/A |

Note 1: Minimum hire is for 1 hour.

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

Note 3: The hire time must include setting up and putting away time.

Note 4: Room hire pertains to the occasional use of library space, although it does allow regular (block bookings for 6 months). It is not applicable to contractual, full time rental of space in our buildings.

Note 5: There is no Band variation for Carpenter room bookings.

Note 6: In some circumstances the use of PN suite will incur the whole library rate and other charges, please see Terms and Conditions section 5.

Note 7: Whole library hire is for a maximum of 3 hours (with exception for elections).

**3.3. Equipment costs**

The costs for equipment are listed below. Equipment may not be available in every library, please check at the time of booking.

* Use of laptop: £5 per session
* Use of projector: £5 per session
* Use of flipchart and marker pens: £2.50 per session
* Use of OHP: £2.50 per session



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.

The library cannot be hired by private/commercial organisations or individuals out of library hours.

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. **Use of I.T. and other electrical equipment**

The People’s Network Computers in the library space can be hired outside of library opening hours for activities such as computer classes.

If the session is for people who have pre-registered and the computer space is the only space being used, this will incur the general room hire rate. Sessions that are open access or drop in will incur the whole library rate, plus the cost of library staff presence. Use of additional facilities such as the community room, will also incur the whole library rate.

Printing and photocopying will incur additional charges and records of prints and copies must be made.

The Hirer must not move or unplug any electrical item in the library. There may be an additional charge to the Hirer if computer re-connection charges have been incurred by the library service.

The Hirer must not use their own electrical equipment unless agreed by library staff and the equipment is PAT tested.

Electrical leads and wiring must not form a trip hazard. Any mats used to cover electrical leads must be secure.

Sheffield City Council staff wishing to have access to computers with G Drive access should contact the Library Information Officer in advance to establish availability.

1. **Health and safety**

6.1 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. All groups using the facilities must abide by the Sheffield Libraries, Archives and Information service Safeguarding Procedure and sign to show this has been read and agreed, or provide a copy of their own Safeguarding policy with this application.

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.

It is possible for Band A and Band B groups/organisations to hire community rooms, library space or the whole library out of library hours. This option may not be available at each library.

Depending on the space hired, the Hirer may be able to take on a key holding responsibility to access the building, or library staff will attend to give access.

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 £15 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.

If it is agreed that library staff should be present (up to two members of staff may be required) to open up and provide building security, this may incur an additional charge. This should be clarified at the time of booking. This arrangement is likely to occur for hire of the whole library space for one off activities open to the general public.

1. **Deposit and other charges**
   1. Deposit for room hire

To hire library facilities, the Hirer must pay a £5 returnable deposit in cash at the time of booking (£10 for the Carpenter room). This deposit will be kept for the duration of the booking, whether this is a single session or multiple sessions.

If sessions overrun or the facilities are left untidy or damaged, the Hirer may lose their deposit. There may be an additional charge if facilities or equipment are damaged.

* 1. Key deposit

A deposit of £15 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. This should be discussed with the Library Information Officer when booking.

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.

Where alternative insurance arrangements are in place these will take precedence over the Councils insurance provision (i.e. this is the most appropriate policy to deal with any claim).

It is essential the Hirer declares the correct activity that they will be undertaking during the session. Failure to do so will invalidate the insurance cover and leave the Hirer responsible for any claim.

For larger events any providers engaged by the Hirer to provide services e.g. bouncy castle hire, entertainers, caterers, retailers etc. will require their own insurance for their participation at the event and the Hirer subject to the letting agreement is required to enforce this requirement.

* 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 come under the Council’s public liability insurance. To be eligible the activity must be low risk and the group hiring the facilities must complete the risk assessment form (See Appendix 2), which should be completed at the time of booking. Hirers carrying out higher risk activities such as use of bouncy castles etc. must have their own public liability insurance.

Where cover is provided, the hirer will benefit from public liability insurance with a limit of indemnity of £2m. The policy has a £250 excess in the event of a claim which the hirer will be expected to meet.

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. who will need to provide proof of their own public liability insurance. Proof of cover should be produced at the time of booking

* 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 |

**10.4 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 Insurance & Risk Team if you have any queries about insurance for a letting: 0114 2734453 / email: insurance@sheffield.gov.uk

**APPLICATION FORM**

**HIRE OF LIBRARY FACILITIES**

Libraries, Archives and Information, Central Library, Surrey Street, Sheffield, S1 1XZ

**Terminology**

**Hirer:** This is an individual, group or organisation whose name the booking is in. If the booking is being made and paid for by a private individual, the Hirer is their name. If the booking is being made by a constituted group or organisation, the Hirer is the name of the group or organisation.

**Contact Person:** This isa named person who the library service will deal with regardingthe administration of the booking and payment of any 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, whohas responsibility for other people attending, please see the full terms and conditions.

Name of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number:

Email address:

Responsible Person (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number:

Email address

**If applicable, please indicate what type of group/organisation is making the booking:**

□ An informal community group

□ A constituted community group

□ A registered charity, or charitable incorporated organisation or charitable trust?

□ A Company limited by guarantee not for profit

□ A social enterprise

□ A private commercial business or company

□ A public sector organisation

□ Other please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_

**Please describe below the activity the room hire will be used for:**

**Your requirements:**

Name/location of Library you wish to hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tick below your room hire requirement:

□ Community room

□ Peoples Network (Computer) suite

□ Small space required within library area

□ Whole library space required

**Equipment hire:**

□ Use of flipchart and marker pens - £2.50

□ Use of laptop computer - £5

□ Use of projector - £5

□ Use of OHP - £2.50

□ Use of photocopier/printers – 10p per B&W copy, 50p per colour copy

Note: the full range of equipment may not be available at each library, please enquire before confirming your booking.

For one off or multiple (but irregular) bookings complete the following:

Date of room/space hire Star time: Finish time:

­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: time for setting up and packing away should be included in this time.

For regular/repeat bookings complete the following:

Regular or block bookings can be made for up to 6 months.

What day of the week do you require room hire?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time do you require room hire? From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note time for setting up and packing away should be included in this time.

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Payments due** | **Cost** |
| Room or space hire |  |
| Equipment hire (if applicable) |  |
| Deposit |  |
| Key deposit (if applicable) |  |
| Staff time (if applicable) |  |
| Storage hire (if applicable) |  |
| **Total cost** |  |

I have read the terms and conditions of this hire agreement, and agree to abide by these terms.

Date:

Name (PRINT)

Signature

Hirer/on behalf of the Hirer

**Room hire check list**

**To be completed by library staff**

|  |  |  |
| --- | --- | --- |
|  |  | **Tick when completed** |
| Terms and conditions of hire | The hirer has received and read the terms and conditions of hire. |  |
| Price Banding | Room/space hire will be charged at Band ------------  (Library staff to insert banding level A, B or C) |  |
| Deposit & other costs | Costs have been calculated and paid.    Amount of payment £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Insurance | The Hirer has provided a copy of their insurance documents (if applicable) |  |
| Risk assessment | If the Hirer is covered by the Council’s public liability insurance, the Hirer has completed and produced a risk assessment. |  |
| Safeguarding | The Hirer has provided a copy of their safeguarding policy, or signed to abide by the LAIS policy. |  |
| Key-holding | If applicable, the key-holding form has been agreed and signed |  |
| Permissions | Have any required permissions been granted? |  |
| Licences | Has the Hirer acquired any relevant licences for events and activities they are undertaking? |  |
| Storage | Does the hirer require any storage? |  |
| Equipment | Does the library have the equipment the Hirer requires? |  |

Date:

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

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any comments relating to the booking:

**Appendix 1**

**Rooms and space for hire in SCC hub libraries**

|  |  |  |
| --- | --- | --- |
| **Chapeltown** | MON | 12:30 to 18:30 |
| * **Nether Ley Avenue, Sheffield, S35 1AE** | **TUES** | **10:00 to 17:30** |
| * **0114 203 7000/1** | **WED** | **CLOSED** |
| * [chapeltown.library@sheffield.gov.uk](mailto:chapeltown.library@sheffield.gov.uk) | THURS | 10:00 to 17:30 |
| * 52.8m2 community room | FRI | 10:00 to 14:00 |
| * Disabled toilet. | SAT | 10:00 to 16:00 |
|  |  |  |
| **Crystal Peaks** | MON | 10:00 to 17:30 |
| * 1-3 Peak Square, Crystal Peaks Complex, Sheffield S20 7PH | **TUES** | 10:00 to 14:00 |
| * 0114 293 0612 | **WED** | CLOSED |
| * [crystalpeaks.library@sheffield.gov.uk](mailto:crystalpeaks.library@sheffield.gov.uk) | THURS | 10:00 TO 17:30 |
| * 107.2m2 community room | FRI | 12:30 TO 18:30 |
| * No public toilet. Staff & disabled toilet accessible to art space users | SAT | 10:00 to 16:00 |
|  |  |  |
| **Darnall** | MON | 12:30 to 18:30 |
| * Britannia Road, Sheffield, S9 5JG | **TUES** | 10:00 to 17:30 |
| * 0114 203 7429 | **WED** | 10:00 to 14:00 |
| * [darnall.library@sheffield.gov.uk](mailto:darnall.library@sheffield.gov.uk) | THURS | CLOSED |
| * 52.9m2 community room | FRI | 10:00 TO 17:30 |
| * No public toilet | SAT | 10:00 TO 16:00 |
|  |  |  |
| **Ecclesall** | MON | 10:00 to 17:30 |
| * Weetwood Gardens, Ecclesall Road South, Sheffield, S11 9PL | **TUES** | CLOSED |
| * 0114 203 7222 | **WED** | 10:00 TO 14:00 |
| * [ecclesall.library@sheffield.gov.uk](mailto:ecclesall.library@sheffield.gov.uk) | THURS | 10:00 TO 17:30 |
| * 65m2 community room | FRI | 12:30 TO 18:30 |
| * Public toilet | SAT | 10:00 to 16:00 |
|  |  |  |
| **Firth Park** | MON | 9:30 to 12:30 |
| * **443 Firth Park Road, Sheffield, S5 6QQ** | **TUES** | **9:30 to 17:30** |
| * 0114 203 7433/4 | **WED** | 12:30 to 18:30 |
| * [firthpark.library@sheffield.gov.uk](mailto:firthpark.library@sheffield.gov.uk) | THURS | CLOSED |
| * 68m2 community room | FRI | 9:30 to 17:30 |
| * Public disabled toilet | SAT | 10:00 to 16:00 |
|  |  |  |
| **Highfield** | MON | 12:30 to 18:30 |
| * London Road, Sheffield, S2 4NF | **TUES** | 10:00 to 17:30 |
| * 0114 2037204 | **WED** | 10:00 to 17:30 |
| * [Highfield.library@sheffield.gov.uk](mailto:Highfield.library@sheffield.gov.uk) | THURS | CLOSED |
| * Library space and children’s library area | FRI | 10:00 to14:00 |
| * Public disabled toilet | SAT | 10:00 to 16:00 |
|  |  |  |
|  |  |  |
|  |  |  |
| **Hillsborough** | MON | 12:30 to 18:30 |
| * Middlewood Road, Sheffield S6 | **TUES** | 10:00 to 17:30 |
| * 0114 2039529 | **WED** | 10:00 to 17:30 |
| * [Hillsborough.library@sheffield.gov.uk](mailto:Hillsborough.library@sheffield.gov.uk) | THURS | CLOSED |
| * Library space and children’s library area | FRI | 10:00 TO 14:00 |
| * No public toilet | SAT | 10:00 to 16:00 |
|  |  |  |
| **Manor** | MON | 10:00 to 17:30 |
| * **Ridgeway Road, Sheffield, S12 2SS** | **TUES** | **10:00 to 14:00** |
| * **0114 203 7805** | **WED** | **10:00 to 17:30** |
| * [manor.library@sheffield.gov.uk](mailto:manor.library@sheffield.gov.uk) | THURS | CLOSED |
| * 65.9m2 **community room** | FRI | 12:30 to 18:30 |
| * Public disabled toilet | SAT | 10:00 to 16:00 |
|  |  |  |
| **Stocksbridge** | MON | 10:00 to 17:30 |
| * **Manchester Road, Sheffield, S36 1DH** | **TUES** | **10:00 to 17:30** |
| * **0114 273 4205** | **WED** | **CLOSED** |
| * [stocksbridge.library@sheffield.gov.uk](mailto:stocksbridge.library@sheffield.gov.uk) | THURS | 12:30 to 18:30 |
| * 71.6m2 community room | FRI | 10:00 to 14:00 |
| * Public disabled toilet | SAT | 10:00 to 16:00 |
|  |  |  |
| **Woodseats** | MON | 12:30 to 18:30 |
| * Chesterfield Road, Sheffield, S8 0SH | **TUES** | 10:00 to 14:00 |
| * 0114 | **WED** | 10:00 to 17:30 |
| * Woodseats.library@sheffield.gov.uk | THURS | CLOSED |
| * Library space | FRI | 10:00 TO 17:30 |
| * Public disabled toilet | SAT | 10:00 TO 16:00 |
|  |  |  |
| Central (Carpenter room) | MON | 9:30 to 17:30 |
| * Surrey Street, Sheffield S1 1XZ | **TUES** | 9:30 to 17:30 |
| * 0114 2037806 | **WED** | 13:00 to 20:00 |
| * [carpenterroom@sheffield.gov.uk](mailto:carpenterroom@sheffield.gov.uk) | THURS | 9:30 to 17:30 |
| * 131.3m2 | FRI | 9:30 to 17:30 |
| * Public toilet, disabled toilets | SAT | 10:00 to 16:00 |

Appendix 2 **Sheffield Libraries, Archives and Information Service**

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

Small un-constituted groups are covered by the Council’s public liability insurance when they hire library facilities, as long as the activity is low risk. This means an assessment of the risk needs to be done and this is known as a ‘risk assessment’. Without public liability cover, groups will not be able to hire the library facility. If the group engages a third party to do activities, this third party is also required to have public liability insurance.

Your risk assessment will be useful for you if:

* Everyone running activities for your group is aware of the risk assessment and what it says.
* You keep it up to date and,
* It is realistic in terms of the risks, and you actually intend to do the things that you write down

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**

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 |
|  |  |  |  |
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**For Library Staff Use Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 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:

Name of Staff Member:

Note:

If activities are assessed as Medium or High risk, the group should re-submit their risk assessment looking at further ways to reduce the hazard.

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

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