

Room Hire – User Guidelines

Access

Door codes

Our buildings are locked from 5pm on weekdays, and all day at weekends.

Keys to certain doors are contained in secure key safes attached on or near the door. They require a code to be opened.

The codes you need are provided upon confirmation of your booking.

To assist with security, please restrict entry codes to as few individuals as is practical. Please wait by the door to let people in, or alternatively provide them with a mobile phone number to arrange entry.

Door mechanisms

All external doors are electronic, operated by a push button.

They should not be propped open as this can cause the motor to burn out. This is very expensive to repair, and inconvenient for other site users. If it is essential to prop the door open (e.g. whilst bringing in equipment) ensure you switch off the motor using the switch above the door. Always remember to switch it back on again as soon as you have finished loading.

Exit Procedure

- Close all windows and switch off all lights.
- Lock the room you have used and return the key to the relevant key safe.
- Ensure the external door to the building itself has closed properly and is locked.

Facilities

Heating Controls

The heating for the entire site is centrally controlled by timer. The temperature in each room can be adjusted using the thermostat situated on each radiator.

Designated smoking area

No smoking site

The Burton Street Foundation is strictly a non-smoking site. This includes the use of both regular and electronic cigarettes. This applies to all buildings, gardens and parking areas. The designated smoking area is located outside the main gates, where a bin has been provided.

Payment terms

Payment

New organisations will be asked to pay the first months' charge prior to use. Following this you will be invoiced at the end of each month. Invoices are payable on receipt via BACS, cheque or cash. If you have any queries please contact Finance on 0114 233 2908 or email admin@burtonstreet.org.uk.

Cancellation

If you need to cancel a booking or no longer require use of a room, please phone or email The Burton Street Foundation on 0114 233 2908 or admin@burtonstreet.org.uk at least 48 hours prior. If less than 48 hours' notice is given you will be charged as usual for the booking.

Fire procedure

Evacuation

You are responsible for evacuating your group and gathering all individuals associated with your activities at the designated fire assembly point. This area is highlighted on the fire evacuation procedure in all rooms and you should take note of this prior to using our facilities.

Alerting the emergency services

Our buildings are not automatically connected to the emergency services. Once your group has

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been evacuated and have safely congregated at the assembly point, please call 999 and supply them with our address:

Burton Street Foundation
57 Burton Street
Hillsborough
Sheffield S6 2HH

or

Burton Street Foundation
110 Burton Street
Hillsborough
Sheffield S6 2HH

Alerting us

If there aren't any Burton Street staff on the premises in the event of an emergency, please alert the site caretaker, Bob Harris.

Out of hours emergency contact

Site Caretaker

Please contact Bob Harris if you have any urgent issues or emergencies outside of normal business hours.

Health, safety and security

Your responsibilities

You are responsible for the health and safety of all individuals associated with your group's activities, and should hold all relevant insurance. We require a copy of this for our records.

Our documentation

In addition we can provide copies of the following documents as required:

- Health and Safety Policy
- Emergency Procedures
- Risk Assessments

Please contact us if you require any of these.

Accidents

In the instance of an accident deemed serious enough to alert the emergency services, please call 999 and supply them with our address:

Main Site

Burton Street Foundation
57 Burton Street
Hillsborough
Sheffield S6 2HH

or

Bamforth (Single Storey Unit)

Burton Street Foundation
110 Burton Street
Hillsborough
Sheffield S6 2HH

Other issues

If you witness any of the following while on our site, please report them to the Burton Street office as soon as possible;

- Accidents involving premises, buildings or equipment.
- Potential inappropriate behaviour.
- Potential vandalism.

Right to cancel

The Burton Street Foundation reserves the right to cancel room bookings if they deem it necessary.