



Terms and Conditions of Room Usage

When using a HOME on the High Street room all users are understood to have agreed to adhere to the following Terms and Conditions:

1. The space is generally available Monday to Sunday, 10am until 10pm.
2. All users are advised to bring their own supplies of tea, coffee, milk, etc.
3. There is a kitchen with a fridge and kettle.
4. All users must clear the room by their allotted time.
5. All the bookings are free of charge, but we run a Pay What You Decide scheme – with members of the community making a voluntary contribution to the venue.
6. Users must contact HOME Slough to arrange for key collection at least a day before the day of booking – to be collected between the hours 10am - 5pm. Users must also report in and out with HOME Slough prior to and after using the space during office hours.
7. Out of hours access will be provided by a special process documented in your booking confirmation.
8. All bookings will require a supporting email to milan@homeslough.org.uk stating dates times, organiser name, phone number and acceptance of booking terms and conditions.
9. A copy of the booking reference/email must be taken to the room during use and produced where requested to assist HOME Slough staff in venue checks. Failure to show a valid booking confirmation will result in eviction from the space.
10. Users of rooms are expected to comply with requests of the HOME Slough team.
11. Smoking is not permitted in any room.
12. Eating or drinking is advised only at the kitchen space. Users are expected to clear all waste at the end of each day.

13. Rooms should be left in a clean and tidy state and returned to the layout which applied on arrival.
14. Activities in rooms should not cause disturbance to neighbouring businesses or general public.
15. Performance related bookings are subject to additional terms, please ensure that you contact HOME Slough staff and clearly identify that performance space is required on any booking.
16. Users should ensure that all the facilities in the room are used with due care and attention. If you have any issues with set up please contact 01753 571093.
17. Bookings relating to Children and Young People will require a responsible adult to supervise who will have all necessary safeguarding training and a valid DBS certificate in place.
18. Bookings must abide by the law.
19. The individual against whom the booking is made is responsible for ensuring adherence to the Terms and Conditions and for ensuring the state of the room after use.
20. The individual making the booking will be held responsible for the state of any booked room regardless of whether the room was used by the individual or not. If rooms are no longer required the booking should be cancelled with at least 24 hours notice.
21. Users will be charged the full cost to rectify any damage caused to rooms within the duration of a booking.
22. Failure to comply with the terms and conditions of room use will result in permissions to use the facilities of HOME on the High Street being revoked for the individuals involved.
23. In the event of an accident/emergency - this should be reported to a member of HOME Slough staff during the working hours (Mon-Fri 10-6pm) or outside of working hours via email with the relevant information to the responsible member of staff at HOME Slough to log in the Accident Log book for HOME on the High Street.