

Charity No. 296940

Website: www.cufos.org.uk



CUFOS

Top of the Avenue N10 2QE

Office Use Only

Date rcvd: _____

Total Paid: _____

Paid via: _____

BOOKING FORM FOR NEW USER GROUPS

Name of Group: _____

Group's objectives/activities: _____

Contact(s):

Name(s) _____

Address _____

Telephone(s) _____

Email address _____

Who is the primary key holder? _____

Booking:

Start Date: _____

Booking Hall
(75 sq metres)

Day(s) of week: _____

Time of session: From _____ To _____

Waiting Room
(25 sq metres)

Day(s) of week: _____

Time of session: From _____ To _____

___ Regular group: ___ Weekly / ___ Biweekly / ___ Monthly

Our schedule is tied to the school term schedule: ___Yes ___No

___ Periodic group (sessions scheduled in accordance with calendar availability)

Fees/Initial Payment:

At least one month's rent must be paid in advance, in addition to the one-time-only joining fee (listed below) and keys deposit (per set required, as listed below). Thereafter payment is made according to arrangements with the Cufos Administrator.

Room	Hourly Rate (A)	Session Length (B)	Number of Sessions (C)	Multiply A x B x C Rent
	£	hrs		£
Paying via: ___ Cheque ___ BACS (see reverse side) Sorry, we cannot accept cash payments.		Joining fee (Profit-making groups: £15 Non-profit-making grps: £10)		£
		Keys deposit (Profit-making groups: £50 Non-profit-making grps: £40)		£
		TOTAL PAYMENT		£

See the reverse side of this form for information on how to make your payment.

Health and Safety Disclaimer (Please read and sign)

I understand that the CUFOS Trustees take no responsibility should anybody in my group or party contract the coronavirus while using the building. I agree to abide by CUFOS's Safety and Fire Regulations. I further agree that should any person in my group or party test positive for Covid-19 following my event, I will notify the CUFOS administration at once.

Child Safeguarding (Please read and sign)

I understand that the safeguarding of children and vulnerable young adults is the responsibility of each individual hiring group and will follow the group's internal protocol.

CUFOS Payment Options

Payment can be made via cheque or BACS (see instructions below). Sorry, we cannot accept cash.

This form *must* be submitted when first signing up as a Cufos group. It can be hand-delivered when the key holder meets the Booking Officer to receive the keys, or it can be emailed (groups@cufos.org.uk) or posted to: Roseline Kocaskan, Flat 2, Alexandra Court, 238 Alexandra Park Road, London N22 7BQ

Via Cheque: Cheques should be made out to CUFOS and then submitted along with this form when paying for the first time. If paying rent by cheque in the future, please use our Booking Form for Regular User Groups (even if you are a periodic group). A supply is kept in the envelope on bulletin board by the Ladies' Room at the building, or the form can be emailed to you.

Via BACS: You may pay via bank transfer to the following account:

sort code: 72 00 05

account number: 71325904

Please provide a clear reference on your transfer (e.g., 'Initial booking ABC Group'). **When you have made your transfer, please notify, via email, both Roseline (groups@cufos.org.uk) and Natacha de Lantivy (treasurer@cufos.org.uk), providing the following information:**

- Date of your payment
- How much was paid
- The reference you used when making the transfer

Your payment will be acknowledged upon receipt.

For future bookings, your email to Roseline and Natacha should specify the period (with specific dates) for which you are paying your rent. If this can be included in your BACS reference as well, this would be helpful.

CUFOS Safety Regulations

These are our safety regulations, which also cover sanitary procedures while using the building. It is your responsibility to ensure that all people attending your event adhere to these regulations. When you have read and understood these regulations, *please sign and date two copies*, then **return one copy to Roseline Kocaslan** and retain the other for your information.

1. **Room capacity:** From 1 July 2020 until further notice, no more than 20 people may occupy the Booking Hall and no more than 6 people may occupy the Waiting Room, unless special permission to exceed those numbers is granted.
2. Proper social distancing according to Government guidelines *must* be observed while the building is occupied. Face coverings should be worn when inside, especially in smaller rooms such as the kitchen or the lavatories.
3. Disinfecting hand gel is available in the Booking Hall, the Waiting Room, and the central hallway. It should be applied upon entering and leaving the building.
4. **Cleaning:** All surfaces used *must* be wiped down with the disinfectant wipes provided. Sweep, vacuum, or mop floors using the supplies in the cleaning cupboard located in the central hallway. Note that CUFOS has no onsite staff to clean between bookings. Therefore, ***all hirers MUST clean after their event.***
5. **Kitchen:** Wash in hot, soapy water any mugs and spoons used and put them away in cupboards and drawers. Use paper towels or your own tea towels to wipe things dry. *Do not leave your tea towels in the kitchen – take them home with you.*

Also: Empty the urn or kettle if you have used it; wipe down the bin lid with disinfectant wipes; dispose of trash if the bin is full. (Additional bags are at the bottom of the bin; notify us if this is not the case.)

6. **Toilets:** Wipe down toilet seats and sinks with disinfectant wipes; use a wipe for the door handle to exit the cubicle. Dispose of all wipes in the bin located by the sink – ***do not flush wipes down the toilets!***

When exiting the lavatory, use a paper hand towel or disinfectant wipe for the door handle; deposit it in the bin immediately outside the door.

7. **Exiting the building:** Before you leave, wipe down all door handles and (if used) light switches with disinfectant wipes.

I have read and agree to abide by these regulations:

Signature..... Date

Name in Block Capitals.....

Please return ONE copy to: -
Roseline Kocaslan
Flat 2, Alexandra Court
238 Alexandra Park Road
London N22 7BQ

Or post in white mail box by phone at CUFOS

CUFOS User Group Fire Regulations

These are our fire safety regulations. You should be aware of these as you are the responsible person whenever your group is using CUFOS, and it is up to you to ensure that they are observed.

When you have read and understood these regulations please sign and date two copies, then return one to Elin Murphy and retain the other for your records.

CONDITIONS

1. **External fire doors must remain unlocked**, with no obstructions, while the building is in use. If the Waiting Room is used, the fire exit door in that room must be unlocked, along with the other exit door on that side of the building.
2. **There are three fire exits:** from the Booking Hall, the side entrance, and the Waiting Room. **Do not block these fire exits.** This includes *no parking on the yellow lines in front of the Booking Hall's double doors.*
3. **The entrance lobby must be kept clear at all times** to allow a clear escape route to the outside. Do not store unused furniture here or buggies here.
4. **A list or register of all persons present while your group is in session** must be made on entry and held by a responsible person. This is to ensure that in case of emergency evacuation, all are accounted for.
5. **Alexandra Park Security Control** must be advised whenever emergency services are called to the building. APSC's number is 020 8365 4308.
6. **No smoking** inside the building.
7. **No fireworks or smoke-making machines** are allowed inside the building, in the area in front of the building, or in the courtyard.
8. **Candles** are only allowed on birthday cakes – please dispose of matches safely.
9. The **fire-fighting equipment** is only to be used for that purpose.
10. **The fire alarm system** is very sensitive and effective and is connected directly to the fire station. Once it has been set off, a fire engine will automatically be sent to CUFOS. False alarms may attract an additional charge.

IF THE FIRE ALARM SOUNDS, EVERYONE MUST LEAVE THE BUILDING IMMEDIATELY

11. In the event the building must be evacuated, the **Safe Assembly Area** outside the building is on the footpath at the bottom of the Palace steps, next to the Park railings. Be aware of the possible need for assistance for the elderly, people with disabilities and children. Ensure no one returns to the building until you are told it is safe.

I have read and agree to abide by these conditions

Name (print):..... User Group:.....

Signature..... Date

Please return ONE copy to:

Roseline Kocaslan, Flat 2, Alexandra Court, 238 Alexandra Park Road, London N22 7BQ

Or post in white mail box by phone at CUFOS



CUFOS - Instructions for Key Holders

Important – please read!! – It is very important that anyone who has a CUFOS key or who sometimes takes responsibility for the building has read this carefully. We realise that some of it may seem like routine, but it is vital that all relevant people in your group read this.

Cleaning *All groups are required to clean up CUFOS thoroughly before they leave.*

We spend about £5,000 a year on cleaning. The building is cleaned by contract cleaners three times a week. However, we still get complaints from users that the previous group has not left the building in good order. All groups **MUST** clean up before they leave. Often this will mean **sweeping or mopping the floors and leaving surfaces (including windowsills) clear**. Cleaning tools and supplies are in the unlocked corridor cupboard. If you use cups or mugs, please wash them up with hot soapy water and a brush, then dry and put away. (You must bring your own tea towels.) If food or drink have been consumed, it is particularly important to wipe down tables and kitchen surfaces.

Never leave food out in the kitchen or uncovered in a cupboard; this attracts ants (or worse!). You may leave your own tea supplies in the kitchen, but if they are kept in an unlocked cupboard and are not for general use, then we suggest you label your supplies. Please keep biscuits and sugar in *sealed containers*. Do not leave your old food and drink in the fridge – it is unlikely that any other group would want to use them and the fridge needs to be clear for weekend parties.

Fire Doors *Users must keep fire doors unlocked while the building is being used.* Please remember that while there are people in the building, both the front double doors and the side doors should be unlocked as these are fire exits. The top, thumb-turn lock can be used for security. The kitchen door is a fire door and so should be kept shut. ***Do not use the fire extinguisher to prop the door open.***

Fire and Emergencies Please review and adhere to the CUFOS fire regulations. Note that if emergency services need to be called to the building, you should let **Alexandra Park Security Control** know; APSC's phone number is **020 8365 4308**. This is necessary in case the fire engine or ambulance cannot locate the building upon reaching the park.

Sometimes a fire extinguisher is discharged or the fire alarms are set off. We realise that accidents do happen, but it is essential that you **let one of the committee know** if you see that there is a problem with the safety equipment.

Heating and hot water The heating is set to be on throughout the winter whenever the building is in use. It can be controlled by adjusting the thermostats on every radiator, which must be left turned up high before you leave the building. The water in every hand basin is heated by zip heaters and will not scald.

Locks and keys It is, of course, important to lock up thoroughly before you leave – check all doors. *Last person out of the building must ensure that it is secure.* Lock both locks on each door and the padlock on the side gate. Particular attention should be given to the street door top and bottom bolts. If these are not in place, the locking of the door is rendered ineffective. Also, while you are in the building, make sure that the padlock is locked onto the gate. It causes us great inconvenience and expense when it gets lost. Follow instructions posted on the gate for locking the padlock.

It is important that we always have an up-to-date list of all Cufos key holders. If your keys are handed over to a new group organiser or leader, then it is important to let the Bookings Officer know in writing, giving the name, address, phone number, and email address of the responsible person who will always be present.

Timekeeping Please ensure that you stick to the time you are allotted for your use of CUFOS. It is unfair to keep other groups waiting, or to intrude on their reserved time, by taking too long to clean up after your meeting or activity. Users must leave the building as soon as possible after their allotted slot and must therefore allow enough time for cleaning up before departure.

Rubbish bags and loo rolls We used to keep supplies of these available to everyone, but there were too many instances of stealing. We now try to see that there are always a few spare loo rolls available in the cleaning cupboard, so check there if a loo has run out of rolls. Spare rubbish bags for the kitchen bin can be found at the bottom of the bin. If the bin becomes full while your group is using the kitchen, you must dump the bag in one of the outside bins and replace it with a fresh bag.

Furniture Please try to pack away all furniture in the correct place, including blue folding chairs on the trolley in the corner near the sink in the Booking Hall. Only two folding trestle tables should be left in the Booking Hall, and children's tables and chairs should be stacked against walls, not doors. All furniture taken from the storage sheds should be returned to the sheds. Do not drag heavy furniture across the floor or through doors; unbolt the double doors between the Booking Hall and the corridor if necessary to save paint and avoid knocks. Be kind to our furniture, floor, and walls!!

Toilets Please check all toilets before you leave, particularly if there are children in your group. There is a changing table in the disabled toilet, but sometimes mothers have left wet and dirty nappies in the indoor rubbish bins. These make the building stink!! Please make sure that all your group members understand that nappies must be taken out of the building; otherwise, sadly, we will have to remove the changing table.

Lights and fuses Please check that all lights are turned off before you leave, particularly toilet lights. Occasionally a fuse will trip and so some lights will not be working. The fuse cupboard is on the right, just inside the gents toilet. The lock is the same as for external doors. You just need to see which fuse has tripped and flick the switch up again.

Termination We want CUFOS to be a useful and pleasant community centre for everyone, so the committee reserves the right to terminate the booking of any group that does not comply with these conditions.

Your Community Centre CUFOS is **your** community centre. It can only work if all users take responsibility for the building. Many of you do and we are grateful for the care that regular groups take, but there are still too many problems caused by people not following the guidance and instructions.

Committee members can only visit occasionally, so it is essential that you tell us of any problems. You can ring any committee member at any time. **So please tell us.**

Meetings CUFOS committee meetings are held periodically, and the AGM is held in November. Meeting notices are displayed in the centre, and CUFOS members are advised by email as well. All groups are expected to send representatives to these meetings as often as possible. **We can only continue to operate if we get your help and support.**

Committee Members

Roseline Kocaskan (Administrator)	Urgent matters:	07854 408818
Henry Hagger	Non-urgent matters:	07791 648885
Natacha de Lantivy	Chair	020 8888 5133
Elin Murphy	Treasurer	020 8346 0426
Ann Waters	Trustee	07757 826995
Pauline Wise	Trustee	020 8883 9224
Jo Pitman	Trustee	020 8888 4247
		07817 210253□

CUFOS Data Protection Policy

Regular Groups

CUFOS uses email and telephone to communicate with its group members, who all have a stake in the building upkeep and the CUFOS financial condition. To that end we store and use certain personal information as follows.

I. Database

CUFOS maintains a database of all groups who use the building in order to contact them with regard to (a) hire fees and rent payments; (b) issues affecting use of the building.

- 1) The data collected consists of contact name, postal address, telephone number(s), and email address(es). This information is collected at the time that any group joins CUFOS and is subsequently updated by email. *No financial details or any other personal information is requested or stored in the CUFOS database.*
- 2) The collected data is stored in a Word document that is password-protected and maintained by one person on the CUFOS committee designated to be the data administrator. A hard-copy document is printed and maintained only by the designated data administrator. *No data is ever kept in any off-site 'Cloud' storage.*
- 3) The collected data is shared with the CUFOS Trustees only when essential for communications with a particular group or with all groups. *No data is ever shared with anyone outside of the CUFOS Trustees without permission from the group..*
- 4) The collected data is not used for any purpose except communication with CUFOS user group contacts regarding rent, health and safety, or practical use of the building. *The CUFOS mailing list is never used for marketing purposes.*
- 5) If and when a group leaves CUFOS, their personal data will be retained for no more than two years, after which all personal details will be destroyed, including paper files.

II. Mailing List and Email Maintenance

CUFOS maintains a mailing list for the purpose of contacting groups via email regarding matters of importance that must be conveyed en masse.

- 1) No names or email addresses are ever identified in the "To" field of any messages sent to groups. All emails are sent on a blind-copy basis.
- 2) Messages are sent to group contacts from one of the following addresses:
groups@cufos.org.uk (maintained by the CUFOS Administrator)
cufosbookings@gmail.com (backup to the above address; maintained by the Administrator)
treasurer@cufos.org.uk (maintained by the CUFOS Treasurer)
No more than two people are designated to be able to read and send messages from *each* address listed above.
- 3) Received messages that must be saved for any reason are stored on the secure email server. Otherwise messages are deleted once they are dealt with.