

This Agreement does not constitute a partnership agreement and you do not have the authority to enter into contracts on our behalf

Professional requirements

- Proof of the following will be required before entering into a room booking agreement
 - Membership with a registered body
 - Personal Liability and Indemnity insurance
 - Enhanced DBS if working with vulnerable clients or anyone under the age of 18
 - Lone working policy – template available on our website
- This Room Rental Agreement must be signed prior to using the rooms

Bookings and costs

- Subject to availability, and once the Room Rental Agreement has been signed, rooms can be booked online or directly with Sue or Mark. All room hire charges are fully inclusive and must be paid at the time of booking:
 - 75 minutes - £12.50
 - Half day (7 hours) - £35
 - Full day (14 hours) - £60
- Block and rolling bookings can be made at £400 for 40 hours with a one-month deposit and an initial commitment of three months - after this time the agreement can be cancelled with one month's notice by either party
- If booking directly rather than online, payment can be made by arrangement in person in cash or by bank transfer: **Account Number - 76253186 Sort Code - 608371 Account Name - Susan O'Brien**

Accessing the rooms

- The rooms are on the first floor up a set of stairs therefore they may not be suitable for any clients with mobility issues or disabilities
- The building isn't manned therefore you must be prepared for your client to arrive and let them in
- You will be provided with a fob to gain access to the rooms (A £5 deposit is required on receipt) and a demonstration of the entry system below:
 - Access for your client will be via an intercom system and there is a video receiver for you to check before pushing the door release mechanism to allow entry
 - There is a push button door release mechanism to exit located by the door
- Fobs must be returned if you have not used the room for one month, or at the end of the contract, and any loss will be charged for
- Fob use is recorded and monitored in line with GDPR regulations
- Wifi is available in all rooms - login details are located on the desks

Cancellation

- Under the Distance Selling regulations you have the right to cancel a booking up to 7 working days from the date of booking. Cancellations between 7 days and 48 hours will receive 50% refund. No refund will be given for rooms cancelled within 48 hours or less. We recommend you agree similar terms with your clients
- The rooms can only be used for the purpose of counselling/talking therapy unless permission is given by Sue and Mark. At no time can the rooms be sublet
- You are not permitted to copy any fobs or to give them to any other person

Responsibilities

- You are expected to conduct yourself in a professional manner and you are responsible for your clients' conduct

- The room must only be used during the time slot you have booked and paid for – no running over time is permitted
- It's your responsibility to ensure that your online booking has been made correctly as changes to days/times may not be possible
- You must vacate the room in a timely fashion to ensure it is available for the next user
- Small storage spaces are located in the desks in each room, however, if you bring any equipment with you, it is at your own risk. We take no responsibility for your personal or professional items on the premises
- You take responsibility for the therapy room and its contents during your slot. Any damage must be reported and payment to cover repair or replacement received within 14 days of billing
- In order to reduce odours, we ask that food is not eaten in the therapy rooms. Tea, coffee and dried milk are provided, but we ask that you bring your own mug(s). There are disposable cups provided in the kitchen for water and there are multiple cafes and food retail shops in the area
- No smoking, including e-cigarettes or vapes, is permitted in the building
- Leave the room and any communal areas in a safe and tidy condition, turn off all electrical equipment and lights and ensure that all windows are closed and the front door is locked on exiting
- Pets, other than assistance dogs, are not permitted in the building

COVID-19 and other Safety Measures

Users of the building accept responsibility for their own safety and will ensure their clients follow the Procedures. Government guidance relating to COVID-19 must be adhered to at all times

- Masks should be worn when entering the building and in the communal areas
- Before entering your room, you should sanitise your hands with the sanitiser provided in the communal area and walk straight to the room you're using
- At the end of your slot wipe down all hard surfaces in the room including handles, table tops etc, with the cleaning equipment provided and dispose of them in the bin
- There is a sneeze/cough barrier in all rooms for additional protection which can be moved to sit between you and your client(s)
- Room bookings are staggered to limit the number of people in the building at the same time. Should there be an overlap, everyone should keep a minimum of 2 meters distance
- The toilet use will be as normal with anti-bacterial hand soap provided
- Panic alarms are located by the light switch in each room which can be removed from their holders and placed nearby you – to activate – pull the cord
- A First Aid kit is provided and located in the free-standing unit in the communal area
- There are fire extinguishers in each room and one in the communal area. The fire exit is via the Oak Room
- If you are experiencing any potential COVID-19 symptoms, you are expected to cancel your room and notify us and there will be no charge in this case

Any breaking of the terms and conditions may lead to you not being able to use the rooms again in the future and we reserve the right in this instance to cancel the agreement at any time. Any associated costs to rectify any issues caused will need to be paid with 14 days of being notified

I [] agree to the terms and conditions set out in this agreement

Phone Number:

Email Address:

Signed:

Dated:

Emergency Contact Name:

Emergency Contact Phone Number: