

Dear _____,

Thank you for your interest in using the GRACE community space on a regular basis.

We have attached a few items that are required to be signed in order to do so:

1. Short-term usage agreement
2. Key holder policy
3. Attendee sheet
4. User Waiver and Release agreement

Please could you ensure that all documents are signed and returned to Farrah Gipoulou or other members of the GRACE team for filing.

We appreciate all your support for this local charity and your shared responsibility in taking care of this valuable community space.

Andreas Papazidis, GRACE Founder and Trustee

Short-term Usage Agreement

Dear _____,

Thank you for your interest in using Unit 18/19 Leegate, a charity shop, distribution and community space run by the charity GRACE (Reg. No 1169544, aid@graceaid.org.uk).

We understand that you are acting as the key representative, responsible for _____, who would like to use the space to _____.

This is a short-term usage agreement, that starts on _____ and expires _____ later. Should you wish to extend usage thereafter, a renewal and/or sub-lease may need to be entered into with a review of rents at that point.

We have some basic rules when using the space which are cause for immediate cancellation of any bookings as deemed appropriate by the charity. Please ensure you:

- Dispose completely of any litter
- Leave the toilets clean (you can find cleaning materials in each bathroom)
- Clean the floor by sweeping them (you can find the broom _____)
- No smoking
- No alcohol or antisocial behaviour inside or just outside the premises (e.g. loud music)
- Overall, leave the space in a good enough condition that the next user can make use of it immediately
- Please only enter the premises in the allocated times given to you.
- Please do not give the keys to any parties that are not responsible parties on the Key form or make copies of them

It is agreed that:

- i. The space available for use are the communal toilets plus (delete as appropriate):
 - a. Unit 19: the front entrance area of the unit only (clearly demarcated by a wall and door).
 - b. Unit 19: back area of the unit only
 - c. Unit 19: upstairs unit only
 - d. Unit 19: a and c above
- ii. A rate of £_____ per hour is payable
- iii. A minimum usage of _____ hours per week is being committed to for the next 3 months
- iv. The current planned days of use are _____.
- v. Additional hours may be requested by you on an ad-hoc basis. Please give at least 2 days' notice of this to the general manager of the unit, Farrah Newman and get her confirmation in writing before using.
- vi. Payment should be made 4-weekly in advance as a standing order to:

GRACE Charity. Bank account No: _____.

Sort Code: _____.

- vii. If you are not using the space on any particular allocated time/ day, please notify the manager
- viii. That all users sign the waiver and release agreement prior to undertaking any activity in the unit and that you give the original copies of these to Farrah to file as soon as possible

- ix. That you keep a record of all attendees to your activity in the Attendee sheet. This is really important as attendees should sign that they have signed the waiver and release agreement (so that we can cross check these with the waiver and release agreements). Please submit the Attendee sheet on a regular basis (e.g. every 2 weeks)
- x. That you leave the premises with all lights and water taps turned off and all doors/ shutters locked. Please also use common sense to secure your safety from strangers entering the premises whilst using the space
- xi. No heating is provided. Use of basic utilities (light, water) are not part of expenses incurred unless there has been any unreasonable use (e.g. leaving a running tap on, as we may not pick up on this until a few days later if the hall is not being used). A sensible approach will be taken to covering these costs if that happens. Please notify us of any other damage/ unusable conditions that you find the property in.
- xii. That you are solely responsible for the keys, subject to the Keyholder policy.
- xiii. That should you or your users fail to follow the basic rules above, this is subject to immediate termination at GRACE's sole discretion

This agreement is in effect from _____ (date) and terminates after _____ (months)

Many thanks for supporting the charity and taking care of this valuable community space.

Signature:

Full Name:

Your Address:

Date:

Authorized by GRACE team member:

Key Holder Policy

This key holder policy gives you direct responsibility for permanent/ temporary holding of keys to Unit 18/19, Leegate. A second signatory can act as back-up keyholder temporarily using the keys in your absence (the same set of rules below applies to them).

Please:

- Ensure you know exactly where the keys are at all times
- Do not make any copies of the keys
- Notify us if the keys have been given to the back-up keyholder, or returned to any member of the GRACE team
- Only use the keys to enter the premises at the allocated times given to you
- If you wish to enter at any other time, please text Farrah Newman and get written permission to do so
- Do not share the keys with anyone beyond the responsible keyholders named here
- Always leave the premises securely locked

There is a £30 cost to replacing the keys if lost. Please report any loss to GRACE members immediately.

Keys can be returned to either Farrah Newman or Louise Buckle only at Unit 18 Leegate or in an envelope addressed to Claire Papazidis at the SWOP shop, Leegate.

Please sign your understanding below

SIGNATURE:

SIGNATURE:

FULL NAME Primary Keyholder:

FULL NAME Backup¹ Keyholder:

Primary Address:

Secondary Address:

DATE OF SIGNATURE:

DATE KEYS TAKEN OUT:

Key Group No:

Expected key return date is:

CONFIRMED DATE KEYS WERE RETURNED:

Grace/ Swop Team that keys were returned to:

¹ We understand that due to unforeseen circumstances such as sickness or work you may not be able to be there to open and close up the premises and may wish to have a named backup keyholder for those instances