



the **psychosynthesis**  
& education trust

## **ROOM HIRING AGREEMENT**

**1 September 2013**

This document contains the Terms and Conditions for room hire at the Psychosynthesis & Education Trust.

### **1. DEFINITIONS**

“The Trust” – the Psychosynthesis & Education Trust or its agents or employees

“Hirer” – the person or organisation taking responsibility for renting a room or rooms on the premises of the Psychosynthesis & Education Trust.

### **2. ROOMS AT THE PSYCHOSYNTHESIS & EDUCATION TRUST**

The Psychosynthesis & Education Trust has a range of rooms for hire, available from 8.00am to 9.30pm – Monday to Friday; (and at the weekends from 9.30am to 5.30pm, only if there are PET courses being held in the building).

#### **2.1 Access and Facilities**

The building is wheelchair accessible via a portable ramp at the front door and has wheelchair access to the lift and toilet facilities. If you or your clients are disabled, please contact Reception to arrange for someone to meet you at the door.

**2.2 First Floor:** The first floor has 4 training rooms. There are two large training rooms that are approximately 460sqft and 730sqft. The other two medium size rooms are approximately 290sqft and 280sqft respectively. A unisex, disabled toilet facility is located central to the 4 rooms.

**2.3 Ground Floor:** The ground floor has 10 counselling rooms. The ground floor also has a Reception which is open weekdays from 8.00am to 5.00pm.

**2.4 Basement:** The basement floor has two smaller rooms, the Library and the Meditation room, suitable for small groups or counselling; and one large training room which is approximately 420sqft.

**2.5 Refectory :** Also in the basement is the Refectory which has kitchen facilities such as microwave, hot water urn, kettle, refrigerator, sink and dishwasher. Located

beyond the kitchen are two unisex toilets. ***The Refectory and kitchen are available for the use of room hirers and their clients at no extra charge.***

**Other Floors:** The second and third floors are occupied by other tenants and are not accessible.

### **3. TERMS AND CONDITIONS FOR ROOM HIRE**

All hirers are bound by the conditions of hire and by booking a room agree to these conditions and certify that they have met all the conditions of hire including Professional Regulation.

#### **3.1 PROFESSIONAL REGULATION**

##### **a. Counselling & Psychotherapy**

All Counselling and/or Psychotherapy practitioners applying to practise from the Trust's premises must provide documented evidence that:

- they hold current and adequate professional indemnity insurance
- they are qualified to practice or are part of the Trust's Student Placement Service
- they are currently under regular professional clinical supervision to BACP/UKCP standards
- they hold current membership of an external regulating body such as BACP and/or UKCP

##### **b. Non Counselling & Psychotherapy**

This includes practitioners in complementary therapies, massage, body work, aromatherapy, dance movement therapy etc. When applying to practise from PET premises, they must provide documented evidence of:

- current and adequate professional indemnity insurance
- completion of a recognised training in their profession to Diploma standard
- current membership of an appropriate external professional regulating body

#### **3.2 PAYMENT**

**Counselling Room Rental:** Payment is made upfront at point of booking on the PET online Room Booking system, and any cancellations made within the notice period (see section 4.5) will be credited to the account. Should the room renter accrue a large amount of credit that will not be used to hire further rooms then a refund can be requested at the end of each month.

**Workshop, Training or Meeting Room Rental:** Room hirers will be invoiced in advance and invoices are for immediate settlement. We accept payment in BACs, cheque or credit/debit card. If paying by BACS make sure the invoice number is quoted as a reference.

Non-payment of invoice may result in the booking being cancelled and will result in the Hirer being unable to make further room bookings until all outstanding fees are paid. Non-payment beyond 30 days may result in formal recovery action.

### 3.3 CONDUCT

**a. General:** The room hirer is responsible for their own conduct, as well as the conduct of their client(s) at all times. This includes the area outside the front door of the building.

The conduct should be of a professional nature, which is conducive to the nature of the service that the Trust provides, incorporating a high level of respect for all other users of the building.

This includes, but is not exclusive to, the following specific areas:

**b. Noise:** In order to preserve the quiet environment for counselling and training, Hirers and their clients must speak softly in the areas immediately outside the counselling and training rooms. The use of mobile phones is only permitted in the common area. Whilst in all other areas of the building, please switch your mobile phone off.

**c. Room Care:** The Trust aims to maintain rooms in a pleasant and comfortable condition. If you break or discover broken furniture, fixtures and fittings, please report it as soon as possible to reception or a member of staff.

Food and drinks (except water) are not permitted at any time in any training or counselling room. Lighting naked flames or candles is not allowed in any room.

**d. Room Use:** A room booking is for a specific room. You cannot switch rooms or extend your time, without receiving prior approval from reception. Using a room without booking will result in the occupiers being asked to leave immediately. Common areas and the Refectory may never be used for meeting, counselling or training.

Please ensure you allow enough time to leave the room you have booked in good time and in good order. Users must respect the bookings made by others and should time their sessions so that subsequent users have free access at the start of their booked slot. It is not reasonable for bookers to have to ask the previous occupant to vacate the room. Where this is not observed we may have to withdraw booking rights.

**e. Personal Possessions:** You are responsible for your personal possessions. The Trust does not accept any responsibility for lost equipment or personal possessions. You are advised to keep all personal belongings with you at all times.

**f. Non Violence:** Physical violence is not acceptable on Trust premises. Violent and or abusive behaviour will result in those involved being asked to leave immediately. Violence against a member of PET staff will always result in prosecution.

**g. Alcohol and Drugs:** Alcohol or illegal drugs may not be consumed on the Trust's premises; nor may a Hirer or client enter the premises under the influence of alcohol or illegal drugs.

**h. Messages:** The Trust does not provide a service to take messages for clients or room users. You must contact your client directly, if there is a change in circumstances, or have a plan with each client outlining what they should do if you are late or do not attend a session.

**i. No Smoking Policy.** In accordance with the law, the entire building is a no smoking area. This includes spaces like the open walkway, roof top and the light well in the basement, and every other space in the building.

### **3.4 SECURITY**

Reception will be available Monday to Friday 8.00am – 5.00pm.

You and your client are able to gain access to the building during these hours by pressing the 'Reception' button at the main door.

The recommended practice (especially for meeting a first-time client), is to meet your client(s) at the front door. If you are entering after hours, you will be given the access code to the front door, once you have signed this agreement. This access code will be changed twice a year, so please contact the Trust to ensure you have the current access code. **This code is never to be given to clients or anyone else under any circumstances.**

Some of the counselling rooms have direct intercom and you can have your client(s) ring directly to your room. **This should only be done if you know you will be in the room when they arrive, as it may interrupt another user's session.**

On entering or leaving you must never let anyone else into the building unless they are your responsibility (i.e. your client(s)). When letting people into the building from your room, ensure that they are your client(s).

If someone forces their way into the building, or you see someone enter who you have reason to suspect does not have business in the building, please notify a member of staff immediately.

### **3.5 PUBLICITY**

The Trust is open to allowing promotional materials to be posted or distributed in certain areas of the building – such as the notice boards in the Refectory. All publicity materials must be pre-approved by the Trust. If you wish to have information posted or distributed please hand it to reception – do not post it yourself. Materials that are displayed without approval will be removed.

## **4. ROOM BOOKING PROCESS**

### **4.1 First Time**

To start using rooms at the Trust you will need to write to the Trust and explain how you will be using the room with the relevant details of your background and experience that justifies your proposed use of the room in accordance with the section on Professional Regulation in Terms and Conditions above.

You will be notified regarding the Trust's decision to accept you as a Hirer.

No one will be permitted to rent rooms at the Trust until they have signed and returned the form accepting these terms and conditions and provided the necessary documentation (see 3.1 a/b). It is the responsibility of the Hirer to be aware of and to comply with all aspects of the document.

## **4.2 Booking Rooms**

**a: Counselling Room Rental:** The room hirer is responsible for booking their rooms online with a personal account provided after the initial registration meeting. They can book for a 60 day on-rolling horizon.

Renting hours are 8.00am-9.30pm inclusive; before 5.30pm each day rooms can be booked in multiples of 30 minutes ongoing, after which rooms will only be booked on the half hour and for a maximum of 60 minutes.

**b. Workshop, Training or Meeting Room Rental:** All rooms required for groups or to accommodate large numbers must be booked through Reception. These include Supervision, Workshops, Training, Conferences, Meetings and Group Counselling sessions. Bookings will be invoiced in advance and invoices are for immediate settlement.

- 1) Note: Those with online accounts to book one to one counselling rooms will also need to contact reception to book large or medium rooms for group work, these can either be invoiced or debited from the personal online accounts.

## **4.3 Restrictions**

Booking is for a specific time and specific activity agreed with the Trust. Any variations will be regarded as a new booking and must have our prior agreement. The Trust reserves the right to move a booking to a different room of similar size. Bookings for one to one counselling cannot be booked into rooms 11 and 12 after 5.30pm until one week prior to the date.

## **4.4 Standing Orders**

This contract will guarantee the rooms and times agreed for 6 months. The 6 month period continuously rolls forward unless either party gives notice. Availability is limited and requests for new standing order room rental, or changes to existing standing order room bookings, are reviewed on a case by case situation.

## **4.5 Cancellations**

### **1. Cancelling a Regular Booking**

48 hours' notice is required for all one to one room hire cancellations, otherwise a full charge is made.

### **2. Cancelling a Standing Order**

Either party may terminate the contract with 6 months notice. Renters may request a change to the standing order at any time. PET may refuse to accept the change. In the event that PET refuses to accept the change the renter may cancel the entire contract with 3 months notice.

### 3. Cancelling workshops/large training room hire

1 week's notice is required for all large group room hire cancellations otherwise a full charge is made.

### 4.6 Amendments

Whilst every effort will be made to manage amendments to a booking, we cannot guarantee to be able to accommodate changes.

Any changes within 48 hours of the original booking will be counted as a cancellation and rebooking.

### 4.7 Counselling Room Rental Charges

Counselling rooms are booked on an hourly basis timed on the hour

Counselling Rooms	Rate	Effective from
08.00 – 17.00	£5.75 per 30 minutes/£11.50 per hour	1 September 2013
17.00 – 21.30	£6.25 per 30 minutes/£12.50 per hour	1 September 2013

### 4.8 Training Rooms Rental Charges

Large/Training rooms are booked on an hourly basis timed on the hour.

Room number	Capacity	Price from 1 Sept 2013
Room 11	Large, 25-35	£38.50
Room 12	Medium/large, 20-25	£16
Room 13	Medium, 15-20	£16
Room 14	Medium, 15-20	£16
Room B1	Medium, 15-20	£16

## 5. SANCTIONS FOR BREACH OF THIS AGREEMENT

The Trust reserves the right to remove for the remainder of the day any person who does not observe these policies, without refund for that day.

Failure to observe these policies may also lead to permanent termination of the Hirer's use of the Trust's facilities.

See also Section 3.2 Payment.



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**Room Hirer's Agreement**

**Detach, complete and sign this sheet**

A signed Room Hirer's Agreement sheet is a pre-requisite for room bookings.

I \_\_\_\_\_ hereby agree to the Terms and Conditions of  
The Psychosynthesis & Education Trust Room Hire Agreement.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company (if applicable):  
\_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

How did you hear of our room rental facilities?  
\_\_\_\_\_

Office Use Only: Date