



Psychosynthesis Trust

ROOM HIRING AGREEMENT

September 2020

INTENTION

The Psychosynthesis Trust wishes to administer the letting of its counselling and training rooms, in our building at 92-94 Tooley Street, London SE1 2TH, for the benefit of:

- Delivery of training programmes set by the Trust
- Delivery of the Student Placement Service and the Trust's Counselling Service
- Facilitate a hub within the counselling community
- Supporting local stakeholders in providing a space for training

CHANGES TO AGREEMENT FROM 2019

Please check any lines highlighted in yellow as these are significant changes to this agreement that apply from September 2020.

ADDENDUM TO AGREEMENT DUE TO COVID-19 MEASURES

Please check the lines highlighted in pink which detail the measures that will be in place whilst there is a threat of infection from a coronavirus, which supersedes any related passage in the main document:

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

1. DEFINITIONS

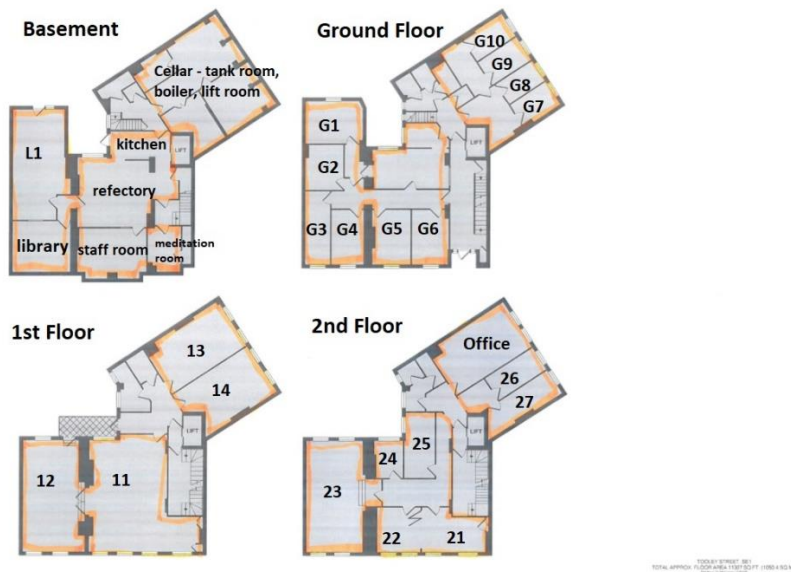
“The Trust”	the Psychosynthesis Trust, or its agents, or employees
“Hirer”	the person or organisation taking responsibility for renting a room or rooms on the premises of the Psychosynthesis Trust
“Standing Order”	An account agreed by the Trust which is charged at a premium rate in return for additional benefit of earlier access to booking
“Standard User”	Standard room user without the benefit of a standing order account

2. ROOMS AT THE PSYCHOSYNTHESIS TRUST

Rooms may be booked:

- Monday to Friday between 8.00am and 10pm (except bank holidays)
Please see the new staggered booking times which outlines each room’s booking time slots.
- Weekends from 9.30am to 5.30pm *only when Trust courses are being held in the building

The building should not be accessed outside of the booking times without prior agreement from the Trust.



2.1 Access and facilities

The building is wheelchair accessible via a portable ramp inside the front door and has wheelchair access to the lift and toilet facilities. If you or your clients require assistance, please contact Reception to arrange for someone to meet you at the door. Each floor has gender neutral toilet and washroom facilities.

2.2 Ground Floor

The ground floor has 10 counselling rooms. The ground floor also has a Reception which is open weekdays from 9.00am to 3.30pm. (We will be extending reception cover in due course to include evenings and weekends)

2.3 Basement

The basement floor has two smaller rooms - the Library and the Meditation room, which are also suitable for counselling. It also has one large training room which is approximately 420sqft. The basement has a shower room which is for use by Trust employees and trainers only.

During restrictions due to Covid-19, the basement will only be accessible for Staff and Trainers

2.4 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 centrally to the 4 rooms.

2.5 Second floor

The second floor has 5 counselling rooms. This floor also has one large training room and Trust office space. Central to all rooms are two unisex toilets. Room 27 is only available for hire in peak times.

The second floor will be prioritised for the Programmes Team's work at the Trust, including the Student Placement Service.

- Room 21: 170sqft
- Room 22: 134sqft
- Room 23: 426.5sqft
- Room 24: 70sqft
- Room 25: 118sqft
- Room 26: 96sqft
- Room 27 (peak time counselling room): 130sqft

2.6 Refectory

At the center of the basement is the Refectory which has kitchen facilities such as microwave, hot water urn, refrigerator, sink and dishwasher. Located beyond the kitchen are two unisex toilets. The Refectory and kitchen are available for the use of room hirers but please be aware that this is a communal area.

During restrictions due to Covid-19, the Refectory is for Staff and Trainer use only.

2.7 Third Floor

The third floor is occupied by another tenant and is not accessible.

2.8 Communal Area

We remind all building users to be aware of their professional integrity in communal areas with regards to information disclosure.

2.9 Lockers

The Trust has a limited number of lockers available for building users to use on a daily basis. Lockers require a £1 coin that is returned when it is unlocked. As availability is limited, we insist that lockers are emptied and vacated each day. In the unfortunate event that a locker key is lost we would charge £5 to contribute to the replacement of that key.

During restrictions due to Covid-19, lockers will not be available, and all visitors should always keep their belongings with them .

2.10 Wi-Fi

We offer free access to a wireless internet service (Wi-Fi) at the Trust. This is a complimentary service. Wi-Fi connectivity and reliability are subject to the internet provider's service status and any in-house required maintenance or update. If any building user accesses television through any device, they are responsible for holding a valid and current personal TV License.

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 practice 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 of BACP, UKCP or BPC

b) Non-Counselling & Psychotherapy

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

- current and adequate professional indemnity insurance

3.2 Payment

a) Counselling Room Rental

Payment is made on the Trust's online Room Booking system and should be made after the date of the booking or at the end of each month. Cancellations made within the notice period (see section 4.5) will be refunded.

Payment is not accepted at Reception unless in exceptional circumstances and at the discretion of the Trust.

During restrictions due to Covid-19, we will not be accepting card or cash payments at reception

b) Workshop, Training or Meeting Room Rental

Payment is made on the Trust's online Room Booking system and should be made after the date of the booking or at the end of each month. Cancellations made within the notice period (see section 4.5) will be refunded. We will not be accepting bank transfers unless in exceptional circumstances.

c) Non-payment

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

To preserve the therapeutic environment for counselling and training, hirers and their clients must speak softly in the areas immediately outside the counselling and training rooms. These areas are not waiting areas for room users or their clients.

The use of mobile phones is only permitted in the communal areas. Whilst in all other areas of the building, please switch your mobile phone to silent.

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.

If a room is not left in a good condition, things have been left in the room or furniture has not been put back, you will be notified by email from the Operations and Facilities Manager. If you receive more than one of these, you

will receive an invoice for the equivalent of one-hour room rental to cover any operational cost. Continued failure to comply will result in your room rental account being suspended.

We do not have the capacity to store equipment for room hirers.

Rooms should be left as they were found, or as you would expect to find it.
During restrictions due to Covid-19, chairs should remain behind the marked 2-metre distance lines

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.

- **Rooms can be booked for a 50-minute therapy hour.**
- **Rooms can be entered 2 minutes prior to the booking.**
- **Rooms must be vacated 55 minutes into the booking at the latest.**

During restrictions due to Covid-19, rooms must be used on time and vacated after 50 minutes

The above times allow the trust 3 minutes to check the room condition on an intermittent basis, and rooms should never be occupied at these times.

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 always advised to keep all personal belongings with you.

Lost property will be recorded and held in reception for a maximum of 2 months.

f) Non-Violence

Physical violence and verbal abuse are 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 Trust staff will always be reported to the police with a view to seek 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) Mail

Room renters should not use the Trust postal address for a means to have correspondence, mail or parcels delivered to them. The Trust does not accept any responsibility for mail that is not property of the Trust.

j) 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. This includes e-cigarettes.

k) Risk

The Trust regularly reviews and measures all potential risk and acts accordingly to mitigate where possible.

3.4 Security

Reception will be available Monday to Friday 9.00am – 3.30pm, although we intend to extend this provision into weekends and evenings.

You should meet your client (especially first-time clients), 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 from time to time, 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.**

During restrictions due to Covid-19, we ask you to inform your clients to arrive on time, and not earlier, as the waiting area has been removed

No animals are to be brought into the building except guide dogs. Please inform reception in advance if you or your client requires an exception.

Counselling rooms do not have direct intercom connectivity to the front door but there is an intercom connection on each landing.

On entering or leaving you must never let anyone else into the building unless they are your responsibility (i.e. your client(s)).

The room hirer is responsible for ensuring their attendees can access the building.

Room users should sign in at reception upon arrival and sign out before exiting. Counselling clients do not need to sign in but must always remain with the counsellor. Training room users must insure all their attendees sign in and out.

During restrictions due to Covid-19, we will monitor the room booking system to know who is using the building at any given time. If you, or any of your clients, subsequently develop symptoms of Covid-19 or are tested positive, then please report this to us at the earliest opportunity by emailing jjoyes@ptrust.org.uk. We will not ask for client's details for track and trace purposes.

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 Operations and Facilities Manager at 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 (Item 3.1) in these Terms and Conditions.

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 item 3.1).

It is the responsibility of the Hirer to be aware of and to comply with all aspects of this document. The room Hirer should keep the Trust up to date with insurance renewal certificates and any changes to their details.

4.2 Booking Rooms

a) Counselling Room Rental

There will be a limited opportunity for counsellors to obtain a new Rolling Order account at the Trust once capacity has grown post-Covid-19 restrictions.

The room Hirer is responsible for booking their rooms online with a personal account provided after the initial registration. Each account will be assigned an appropriate grouping, and the hire lead times are as follows:

Group	Detail	Advance booking
1 – P Trust Internal	Internal bookings Programmes	365 days
2a. Trainers/C Service 2b. Students 2c. Groups	Trainers & C Service Members SPS sessions External Training	42 days 56 days 91 days
3a. Psychosynthesis Qualified 3b. Long-standing	Psychosynthesis qualified Long-standing Community	35 days
4 – Standard Counselling	Non-Psychosynthesis	28 days

Renting hours are 8.00am-10.00pm inclusive; the room booking slot times have now been staggered to reduce the amount of people entering the building and using the communal areas at any given time:

Room	Daytime booking start time	Evening booking start time
L1 (10 past)	TRAINING ROOM	18.10 – 20.10 (3)
Library (20 past)	9.20 – 11.20 (3) 14.20 – 16.20 (3)	17.20 – 20.20 (4)
Meditation Room (30 past)	9.30 – 11.30 (3) 14.30 – 16.30 (3)	17.30 – 20.30 (4)
G1 (20 past)	8.20 – 16.20 (9)	17.20 – 20.20 (4)
G2 (20 past)	8.20 – 16.20 (9)	17.20 – 20.20 (4)
G3 (40 past)	8.40 – 16.40 (9)	17.40 – 20.40 (4)
G4 (40 past)	8.40 – 16.40 (9)	17.40 – 20.40 (4)
G5 (on the hour)	8.00 – 16.00 (9)	17.00 – 21.00 (5)
G6 (on the hour)	8.00 – 16.00 (9)	17.00 – 21.00 (5)
G7 (50 past)	8.50 – 16.50 (9)	17.50 – 20.50 (4)
G8 (50 past)	8.50 – 16.50 (9)	17.50 – 20.50 (4)
G9 (30 past)	8.30 – 16.30 (9)	17.30 – 20.30 (4)
G10 (30 past)	8.30 – 16.30 (9)	17.30 – 20.30 (4)
11 (on the hour)	TRAINING ROOM	18.00 – 21.00 (4)
12 (on the hour)	TRAINING ROOM	18.00 – 21.00 (4)
13 (20 past)	TRAINING ROOM	18.20 – 20.20 (3)
14 (40 past)	TRAINING ROOM	18.40 – 20.40 (3)
21 (30 past)	8.30 – 16.30 (9)	17.30 – 20.30 (4)
22 (30 past)	8.30 – 16.30 (9)	17.30 – 20.30 (4)
23 (10 past)	TRAINING ROOM	18.10 – 20.10 (3)
24 (50 past)	8.50 – 16.50 (9)	17.50 – 20.50 (4)
25 (50 past)	8.50 – 16.50 (9)	17.50 – 20.50 (4)
26 (10 past)	8.10 – 16.10 (9)	17.10 – 20.10 (4)
27 (10 past)	COUNSELLING OFFICE	18.10 – 20.10 (3)

b) Workshop, Training or Meeting Room Rental

All rooms required for groups or to accommodate large numbers must now be booked through the booking system. These include Supervision, Workshops, Training, Conferences, Meetings and Group Counselling sessions. Bookings must be paid for when the booking is made or before the booking date.

4.3 Restrictions

All bookings are 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.

4.5 Cancellations

a) Cancelling a Regular Booking

48 hours' notice is required for all counselling room hire cancellations; otherwise a full charge is payable.

b) Amending a Rolling Order

Renters may request a change to the rolling order with 1 months' notice. Ad hoc cancellations can be made through the booking system in line with the Cancellation terms set out in 4.5a)

c) Cancelling workshops/large training room hire

1 weeks' 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 subject to the conditions set out in item 4.5a).

4.7 Counselling Room Rental Charges

Counselling Rooms	Rolling order rate per hour	Standard user hire rate per hour	Effective from
Daytime	£12.00	£12.00	1 September 2020
Evening	£13.00	£13.00	1 September 2020

See 4.2a) for Daytime and Evening booking time parameters

4.8 Training Rooms Rental Charges

Large/Training rooms are booked on an hourly basis.

Room number	Capacity (Covid-19 Capacity)	Price from 1 st September 2020
Room 11	Large, 25-35 people (10 people)	£41.00
Room 12	Medium/large, 20-25 (8 people)	£25.00
Room 13	Medium, 15-20 (6 people)	£20.00
Room 14	Medium, 15-20 (6 people)	£20.00
Room L1	Medium, 15-20 (6 people)	£20.00
Room 23	Medium/Large, 20-25 (8 people)	£25.00

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 regarding recovery of outstanding fees.

6. FIRE SAFETY PROCEDURES

Prior to using the premises, room hirers must read the following guidance.

If you discover a fire:

RAISE THE ALARM immediately - break the glass of the nearest fire alarm call point to alert other building users.



Leave the building by the safest route and report to the fire assembly point at the **rear of this building on Bermondsey St in front of Pizza Pilgrims**



- **DO NOT** use lifts
- **DO NOT** pick up personal possessions

- **DO NOT** carry drinks/cups of tea/coffee
- **DO NOT** enter an area if it is smoke logged
- Only tackle a small fire if you have had training, feel confident enough and are sure of which type of extinguisher to use. If efforts are not immediately successful, leave the building at once.
- Never allow the fire to come between you and the exit
- Do not break windows unless you have no other option -oxygen will feed the fire
- You may only re-enter the building when it has been confirmed it is safe to do so by the Fire Service

Action on hearing the fire alarm sounding:

On hearing the fire alarm sounding you should carry out a sweep of your immediate area to ensure all your visitors are evacuating. You should then proceed to the assembly point by the **rear of this building on Bermondsey St in front of Pizza Pilgrims.**

Once the building has been evacuated then a check should be made to account for all those persons attending your event. This information and any other relevant information should be relayed to the Fire Brigade Incident Commander upon their arrival. You may only re-enter the building when it has been confirmed it is safe to do so by the Fire Service.

Any user with disabilities who may need assistance in the event of an evacuation must discuss and agree on an individual **Personal Emergency Evacuation Plan (PEEP)** with the Psychosynthesis Trust.



PsychosynthesisTrust

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 Trust Room Hire Agreement.

Signed: _____

Print Name: _____

Date: _____

Company (if applicable):

Address: _____

Email: _____

Tel: _____

Mobile: _____

Are you a graduate of the Psychosynthesis Trust?

Office Use Only: Date