

# **CONDITIONS OF FACILITIES USE AT SHEFFIELD INDEPENDENT FILM**

## **SECURITY**

- Security within the building is of the utmost importance. Please be aware that there may be other users within the building at the same time as you, this means there may be people around who you do not recognise.
- To prevent unauthorized individuals gaining entry, all coded doors must be pushed closed after use and never left open.
- You and other groups may be using expensive equipment and therefore you must make sure that only people you know are given codes to open the doors.

## **PROPERTY**

- You will be responsible for your own property when on the premises.
- Where special arrangements have been made, we can provide lock up space for equipment but this may not always be available.
- You must not take any equipment or property that does not belong to you from any of the offices/rooms/communal spaces unless you have arranged this with the owner beforehand.

## **KEYS AND ELECTRONIC FOBs**

- You will be given the key/s to the facilities you have been authorized to use. It is your responsibility to make sure the room is locked when not in use and that access to the room/s is restricted to members of your group.
- If the key/s and fob/s you have been given are lost or stolen, you will be charged for the replacement of said items along with any additional charges that may result. This may include the replacement of the key or fob, replacement of lock barrel and also the cost of replacing any property stolen/damaged as a direct result of losing the key or fob. (Replacement keys are £20 each, fobs are £10).
- In the event of a key or fob being lost or misplaced you must inform a member of staff immediately so that SIF can act accordingly as soon as possible.

## **ACCESS**

- Access to the building is 24/7 (if you have been given an electronic fob for access out of normal office hours, (Mon.-Fri. 9.30a.m to 5 pm and weekends by arrangement.)
- Out side of normal office hours the front door to the building should not be left open for more than 15 seconds at a time as an alarm will sound until closed. If you need to load/unload equipment from a vehicle outside you can raise the shutters as long as they are supervised throughout the period they're open and closed immediately after use.
- Your access within the building will be restricted to the areas designated for your use and the communal area.
- **IMPORTANT** If you intend to host an event for members of the public that is out of office hours you will be required to take the appropriate safety and security measures as well as notifying a SIF supervisor of your intentions in order for the event to be formerly approved, this may result in additional charges to the standard hire rate of a provided service.

## **COMMUNAL AREAS**

- Certain areas in the building are designated as communal areas, these are accessible by all users of the building and include the toilets, kitchen and open seating areas however please refrain from obstructing access within the building as tenants will need constant access throughout at all times.
- It is expected that if your staff/associates use these areas that they treat them with respect and clean after use. The kitchen facility can be used for tea/coffee making purposes and basic food preparation.
- Please bare in mind that other users of the facilities may wish to use the kitchen and communal areas as well so always notify a member of staff of your intentions should they conflict with the daily access of the building as any unauthorized disruption may result in the service being withdrawn.

PLEASE ENSURE THAT WHEN YOU FINISH YOUR PROJECT YOU CLEAR AWAY ALL THE EQUIPMENT YOU HAVE BROUGHT WITH YOU AND THAT YOU ALSO CLEAN AWAY ANY RUBBISH. FAILURE TO DO SO WILL RESULT IN A FURTHER CHARGE FOR CLEANING SERVICES.

## **CONDITIONS OF HIRE**

### *Terms*

In these conditions of hire the term "The Hirer" shall mean the customer and the term "S.I.F." shall mean Sheffield Independent Film

### **Insurance**

Equipment hires must comply with the following provisions

1. Equipment must always be kept under their custody and control.
2. Equipment must be used in a careful, skillful and proper manner by persons deemed competent by a S.I.F. technician.
3. At all times take proper care of equipment and ensure that it is properly stored, transported and protected against risks.
4. Report to a S.I.F. technician any fault, defect, or damage as soon as possible.
5. Report any theft or loss immediately to the police and provide S.I.F. with all the details necessary to make an insurance claim.
6. The equipment must not be used on any abnormal or hazardous assignment without prior written consent from S.I.F.
7. The equipment must not be taken out of the united kingdom without first obtaining written consent from S.I.F. and making special insurance provisions
8. THE EQUIPMENT MUST NOT BE LEFT IN AN UNATTENDED VEHICLE.
9. Cost incurred due to loss or damage by the intentional act or willful neglect of the hirer will be charged to the hirer.
10. The first £250 of any insurance claim will be charged to the hirer.
11. All customers not using S.I.F. insurance must provide evidence of satisfactory insurance cover before the booking is accepted.

### **Liabilities**

1. The customer will be responsible for any legal actions which may ensue directly or indirectly from the uses of the equipment while whilst it is under their control.
2. In the event of S.I.F. being unable to supply the equipment or any faults or defects inhibiting the customer from using the equipment S.I.F. liability will extend to the value of the agreed hire charge of the equipment for this period.
3. The customer will be liable to pay all hire charges plus any charges which may become due under these conditions of hire.
4. 6the hirer will be liable for the cost of repairs to equipment which is returned having sustained physical damage or breakage howsoever caused.
5. All equipment must be returned on or before the agreed hire period to S.I.F. All equipment remains at the hirers risk until such a time that it has been checked and approved by a S.I.F. technician

### **Booking procedure**

Bookings must be made with a member of the technical staff. It is the responsibility of the hirer that they are entered in the booking diary with sufficient details of the requirements.

Bookings may be either PROVISIONAL or CONFIRMED

Provisional bookings must be confirmed at least 48 hours before the hire, otherwise S.I.F. may take alternative bookings.

S.I.F. require 24 hours notice of cancellation of a confirmed booking otherwise the hire charge will become due at the full rate

Please note that SIF will request proof of identity with photo I.D. (License / Passport) in all instances where the hirer is a new or unfamiliar customer.

In some cases a deposit may be required along with full payment before we can release equipment to a hirer.

### **Hire periods**

Typical hire periods are from 10am for collections to 9:30am on the following day for returns.