

# User Agreement

## Stradbroke Community Shed

Name of club/group/organisation: \_\_\_\_\_

We agree to the following terms and conditions for use of the **Stradbroke Community Shed, Playing Field, Wilby Road, Stradbroke IP21 5JN**, as laid out in Stradbroke Parish Council's: Use of Community Shed Policy and Use of Playing Fields Policy, copies which can be viewed at: <https://www.stradbrokepc.org/statutory-information>

*Council = Stradbroke Parish Council*

*User = each club/group/organisation*

*User Group = consists of a representative of each "User" as per above*

### Terms & Conditions:

1. Each User will nominate a representative to the User Group.
2. The User Group is responsible for:
  - a. The business rates associated with the building
  - b. Paying the annual service charge to the Council by 1<sup>st</sup> September each year.
4. The cost of electricity used during an event held on the playing field will be paid for by the User. Until a smart meter is installed, this will be calculated by pre- and post-event meter readings.
5. Each User is responsible for their individual property and public liability insurance.
6. Each User will be given a key to the pedestrian door which will be signed for.
7. No additional keys will be cut without first obtaining authorisation from the Clerk to the Council.
8. The cost of replacing lost keys will be recharged to the User by the Council.
9. Remote fobs will be held by the Council and can be borrowed if needed.
10. All keys/fobs will be returned to the Council when the User cancels this agreement.
11. **NO HAZARDOUS\* CHEMICALS WILL BE STORED IN THE SHED.** These will be removed if found.
12. The use of the Shed will be for items belonging to each User only.  
**No personal items will be stored in the Shed.**
13. Items belonging to another User will only be used with the owner's explicit permission.
14. No alterations to the Shed, either internal or external, will be made without the written permission of the Council.
15. Any damage caused to the building will be reported to the Council immediately.
16. Any damage caused to another User's property will be reported to them immediately.
17. Should the user organisation fold, the Parish Council will be informed in writing and the user's items removed from the shed and any keys/fobs returned within 4 weeks of notice being given to the Council.
18. Any breach of the Terms & Conditions will result in this agreement being cancelled and the User will be required to remove their property from the Shed and return any keys/fobs to the Council within 14 days of a notice being served.

**Signed on behalf of User**      Signed: \_\_\_\_\_

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

**User Contact information**      Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date received:

Keys signed for: Y/N

**\* Hazardous chemicals are those labelled as follows:**

