

# Hire of library rooms and facilities

<b>LIBRARIES</b> SHEFFIELD	
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Sheffield Libraries, Archives and Information Service

# Room Hire

Visit: <https://www.sheffield.gov.uk/libraries-archives/hire-library-room>



Reading



Culture and  
Creativity



Community  
and Wellbeing



Digital and  
Information

# 1. Rooms for Hire

The following libraries have rooms for hire.

Library	Address	Size of room	Facilities	
Chapeltown Call: 0114 203 7000.	<b><u><a href="mailto:chapeltown.library@sheffield.gov.uk">chapeltown.library@sheffield.gov.uk</a></u></b> Nether Ley Avenue, Sheffield, S35 1AE	52.8m <sup>2</sup>	Toilet Disabled Toilet Refreshment facilities	
Crystal Peaks Call: 0114 293 0612.	<b><u><a href="mailto:crystalpeaks.library@sheffield.gov.uk">crystalpeaks.library@sheffield.gov.uk</a></u></b> 1-3 Peak Square, Crystal Peaks Complex, Sheffield S20 7PH	107.2m <sup>2</sup>	Toilet Disabled Toilet Refreshment facilities	
Darnall Call: 0114 203 7429.	<b><u><a href="mailto:darnall.library@sheffield.gov.uk">darnall.library@sheffield.gov.uk</a></u></b> Britannia Road, Sheffield, S9 5JG	52.9m <sup>2</sup>	Toilet	
Ecclesall Call: 0114 203 7222.	<b><u><a href="mailto:ecclesall.library@sheffield.gov.uk">ecclesall.library@sheffield.gov.uk</a></u></b> 120 Ecclesall Road South, Sheffield, S11 9PL	65m <sup>2</sup>	Toilet Refreshment facilities	
Firth Park Call: 0114 203 7433.	<b><u><a href="mailto:firthpark.library@sheffield.gov.uk">firthpark.library@sheffield.gov.uk</a></u></b> 443 Firth Park Road, Sheffield, S5 6QQ	68 m <sup>2</sup> - ground floor  82 m <sup>2</sup> - first floor	Toilet Disabled Toilet Refreshment facilities	
Manor Call: 01142 037805	<b><u><a href="mailto:manor.library@sheffield.gov.uk">manor.library@sheffield.gov.uk</a></u></b> Ridgeway Road, Sheffield, S12 2SS	65.9m <sup>2</sup>	Toilet Disabled Toilet Refreshment facilities	
Central Library Carpenter room Call: 0114 203 7806	<b><u><a href="mailto:CarpenterRoom@sheffield.gov.uk">CarpenterRoom@sheffield.gov.uk</a></u></b>  Surrey Street, Sheffield S1 1XZ	131.3 m <sup>2</sup>	Toilet Disabled Toilet Refreshment facilities Lecture podium Projector, Screen and Microphone	

## 1.1 Community Libraries

Rooms for hire in our Community Hub Libraries can be hired both during library hours and outside of library hours.

Room Hire outside of library opening hours will require the Hirer to take responsibility for the keyholding of the building and therefore they are required to pay a deposit of £25.

Room Hire is only available for low-risk activities – see terms and conditions of hire.

The opening hours of Community Hub Libraries are:

**Monday** – 10am until 5pm  
**Tuesday** – 10am until 5pm  
**Wednesday** – 10am until 5pm  
**Thursday** – closed all day  
**Friday** – 10am until 5pm  
**Saturday** – 10am until 4pm

## 1.2 Central Library – Carpenter Room

The Carpenter Room in Central library has a capacity of 80 people seated or 100 people standing. The space is flexible and can be set out in a variety of layouts such as boardroom, theatre, cabaret and classroom styles. Room Hire also includes use of the adjacent Jackson Room which can be used for smaller meetings, discussions & workshops or as a breakout room. The room is not suitable for sports or children's parties.

Facilities for light refreshments are also available for a small charge. Disabled access to the building is via the entrance on Arundel Gate. There is a lift to all floors and a disabled toilet.

The Carpenter Room is only available for hire during Central library opening times:

**Monday** – 10am until 5pm  
**Tuesday** – 10am until 5pm  
**Wednesday** – 10am until 8pm (late evening)  
**Thursday** – 10am until 5pm  
**Friday** – 10am until 5pm  
**Saturday** – 10am until 4pm

## 1.3 Volunteer run libraries

The Volunteer run libraries in Sheffield may set their own rates for room hire and are not subject to this policy. For further information about room hire in the Volunteer run libraries in Sheffield visit:

<https://volunteerlibrariesinsheffield.org>

# Hire Charges

## 2.1 Room Hire

	Community hub libraries		Central Library	
	Community Room		Carpenter Room	Carpenter Room
	during library opening hours	out of library hours	Half-day rate	Full-day rate
<b>Band A</b> Local Community Groups (unconstituted)	£5.25 per hour	£10.50 per hour	£52.50	£84
<b>Band B</b> Not for Profit Organisations and Charities	£10.50 per hour	£31.50 set fee	£52.50	£84
<b>Band C</b> Council and other Public Sector Organisations	£15.75 per hour	£36.00 set fee	£52.50	£84
<b>Band D</b> Commercial Organisations and Private Hire *see restrictions of hire	£21.00 per hour	please enquire	£82.50	£105.00

Note 1: Hourly rates be charged to the next full hour. E.g. 1 hour 20 minutes would incur a charge for 2 hours.

Note 2: The hire time must include setting up time and all participants need to have left by the finishing time.

Note 3: Half days 10am until 1pm and 1.30pm to 4.30pm. Exact times can be negotiated depending on existing bookings.

Note 4: Access to the Carpenter Room for setting up can be available from 9.30am, with participants having access from 10.00am.

## 2.2 Equipment Hire

The costs for equipment are listed below.

- Use of projector: £5.25 per session
- Use of flipchart and marker pens: £5.25 per session

## 2.3 Refreshments

- A surcharge of £10.50 per session will be charged if the Hirer chooses to engage an external caterer for their event.
- If participants choose to bring with them their own drinks, e.g. in flasks or take-away from cafes/coffee shops, and/or a packed lunch, this is free of charge.
- Use of hot water urn *only* is free of charge

- Provision of paper cups for own drinks is £1.00 per head cup used and includes use of the hot water urn.
- Provision of refreshments (hot water, tea, coffee, decaff coffee, sugar, UHT milk, biscuits and paper cups) is £1.60 per head for each drink.

Hirers are expected to leave the room clean and free of rubbish/debris.

# APPLICATION FORM

## HIRE OF LIBRARY FACILITIES

Libraries, Archives and Information, Central Library, Surrey Street, Sheffield, S1 1XZ

### Terminology

**Hirer:** This is an individual, group or organisation whose name the booking is in. If the booking is being made and paid for by a private individual, the Hirer is their name. If the booking is being made by a constituted group or organisation, the Hirer is the name of the group or organisation.

**Contact Person:** This is a named person who the library service will deal with regarding the administration of the booking and payment of any fees and charges.

**Responsible Person:** Is the person who will be present on the day of the room hire who has responsibility for the other people attending, please see the full terms and conditions.

Community Room Hire located at which library?

Date of Hire  Time and duration:

Number of participants:

Name of Hirer:

Address:

Contact Person:

Telephone number:

Email address:

Responsible Person  
(if not the contact person above)

Telephone number:

Email address

**Please indicate what type of group/organisation is making the booking:**

- ☐ Local Community Group (un-constituted/having no legal status)
- ☐ A not for profit company, a registered charity, community interest company or similar not for profit organisation
- ☐ A Public Sector Organisation or Government Department
- ☐ A Commercial Organisation
- ☐ A private individual
- ☐ Other please describe \_\_\_\_\_

**Please describe below the activity the room hire will be used for:**

**Your requirements**, please tick below:

- ☐ Board room layout    ☐ Theatre style layout    ☐ Conference style layout
- ☐ Use of flipchart and marker pens - £5.25    ☐ Use of projector and Screen - £5.25
- ☐ Refreshments £1.60 per head half day, £3.40 per head full day
- ☐ Water urn and paper cups £1.00 per head based on number of cups used
- ☐ Surcharge for use of external food catering £10.50

**Regular or block bookings** can be made for up to 6 months.

What day of the week do you require room hire?: \_\_\_\_\_

What time do you require room hire? From: \_\_\_\_\_ To: \_\_\_\_\_

Note time for setting up and packing away should be included in this time.

Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

Payments due	Cost
Room or space hire	
Equipment hire (if applicable)	
Refreshments	
Storage hire (if applicable)	
<b>Total cost</b>	

I have read the terms and conditions of this hire agreement and agree to abide by these terms.

Date: \_\_\_\_\_ Name (PRINT) \_\_\_\_\_

Signature  
Hirer/on behalf of the Hirer





Libraries, Archives and Information

## Terms and Conditions of Hire

### 1. Terminology

**Hirer:** This is a person, group or organisation whose name the booking is in.

**Contact Person:** This is a named person who the library service will deal with regarding the administration of the booking and payment of fees and charges.

**Responsible Person:** If the Contact Person is not present for the duration of the booking, the Hirer should also name a Responsible Person who will be present who has responsibility for other people attending.

**Session:** This refers to the period of hire covering a single event or activity. Therefore, a booking may consist of a single session, or multiple sessions.

### 2. Restrictions of hire

Sheffield Libraries, Archives and Information reserves the right to refuse bookings or withdraw the use of premises if the Hirer misuses facilities or contravenes the lettings conditions. The decision of Sheffield Libraries, Archives and Information staff is final.

Council owned venues must not be used to promote hate or intolerance, provide a platform for extremists or to disseminate extremist views, or for activities that are likely to undermine community cohesion.

Hire by private/commercial organisations or individuals is restricted to low-risk activity. Attendance must be by invitation only and not open to the general public. Private parties involving alcohol will not be permitted.

The Carpenter room does not offer out of hours hire. The location of the Carpenter Room is on the third floor and is accessible by stairs or lift. Antique furniture in the Carpenter room means this venue is not suitable for sports activity or children's parties, although children are welcome to attend events if accompanied by an adult.

There is a No Smoking or Vaping policy in all Sheffield Libraries, Archives and Information premises.

### **3. Permissions and licences**

Open public meetings cannot be held without the express permission of the Library Information Officer, and in some cases the Head of Libraries, Archives and Information.

If live music is performed a Performing Rights Society (PRS) Licence is required. If recorded music is played a PRS and a Public Performance Licence is required. Therefore, live or recorded music must not be played on the premises without the specific approval of the relevant library service officer having witnessed the necessary licenses.

The Hirer may run a raffle and other fundraising activity between their own members, but this must be compliant with any licencing requirements. The group must not attempt to sell tickets or gain donations or sponsorship from other library users. Any tickets, prizes and cash collected are the sole responsibility of the Hirer.

### **4. General terms of use**

The premises, including kitchen and toilet facilities if used, should be left clean, tidy and secure. Equipment and furniture must be re-sited as found or in agreement with the library manager. Rooms will be checked by library staff after use.

It may be necessary to ask groups to reduce noise levels if library staff and other users are unduly distracted by the noise.

### **5. Health and safety**

#### **5.1 Health and safety responsibility**

Safety procedures must be observed by groups/organisations using the facilities.

The Hirer / responsible person shall be present during the whole session. This person will be responsible for supervision of people and activities. This includes an evacuation plan for people who may not be able to exit the building unaided.

The Hirer is responsible for undertaking a risk assessment of any activity taking place during the session. Groups given Band A status will only be covered by Councils public liability insurance for low-risk activity.

The Hirer may be required to provide copies of risk assessments and other relevant health and safety documentation required to perform/run the event and related activities.

A sample risk assessment form can be found in Appendix 2.

#### **5.2 Fire precautions**

The Hirer must be aware of the fire regulations and procedures. The hirer/responsible person may be asked by library staff to attend an induction meeting.

In some libraries it will be necessary for a member of the group to sign the group in and out of the library visitors' book in order for fire procedures to be observed.

All exit doors shall be available for exit during the whole time that the group/organisation is on the premises

The Hirer/responsible person must:

- On arrival, acquaint themselves with the Fire Evacuation Procedure and Assembly Point, fire doors and fire appliances, telephone and emergency contact details.
- Keep a fire list (signing in sheet) detailing all those present during the period of hire in order to account for all persons in the case of an evacuation.
- Keep fire doors, gangways, corridors, staircases and external passageways entirely free from obstruction.
- Keep fire doors closed at all times.
- Ensure they have an evacuation plan for children and vulnerable adults who may require assistance exiting the building.

### 5.3 Safeguarding

The Hirer is responsible for the care and safeguarding of any children or vulnerable adults during the session, this includes obtaining adequate DBS checks for any staff or volunteers.

The Hirer is responsible for ensuring they have an evacuation plan for children and vulnerable adults who may require assistance exiting the building.

## **6. Building access and security**

This section is only relevant where facilities are hired outside library opening times.

The Libraries, Archives and Information Service reserve the right to make the decision on the security arrangements for the building and this may include a charge for staff attendance. Please discuss with library staff at the time of booking.

The key-holding responsibility will be given to one person who will be the named key-holder. They will be given instruction on building security and they must sign a form to confirm the following:

- Their name and contact details and proof of identification.
- The time of key collection.
- When the keys are to be returned.
- A promise to keep the security arrangement of the building confidential.
- The buildings security arrangements are understood.

A cash deposit of £25 will be required for the key, payable when the key is collected. This will be refunded when the key is returned and if no adverse situations have arisen as a result of the letting. For block bookings the deposit will be retained until the final booking.

No one should have responsibility for the keys and building security, other than the key-holder. On a temporary basis (e.g. when the key holder is on holiday), they may assign the key-holding role to a deputy who will be held responsible for the building's safety and security. Library staff should be informed of the temporary arrangement.

Access to any meeting must be controlled by the group's responsible person or key-holder. The entrance must not be left unattended. The door should be locked when all group members are present.

The key-holder must ensure the alarm is set when leaving the premises. Any triggering of the alarm system not due to a system fault or failure, will incur a cost to the library. Groups will have to pay £50 to cover these costs.

## **7. Other charges**

### **7.1. Room condition**

An additional charge may be made up to £30 for additional cleaning/tidying costs, if the room is not left in a reasonably clean and tidy condition.

### **7.2. Key deposit**

A deposit of £25 is required for any keys provided. See section on building security and access for further information.

### **7.3. Triggering of the alarm system**

Any triggering of the alarm system by the Hirer, not due to a system fault or failure, will incur a cost to the library from the alarm monitoring company. The hirer will be charged £50 to cover these costs.

### **7.4. Cancellation**

If for some reason the Hirer wishes to cancel their booking, they must give 24 hour notice, otherwise they will be charged the hourly rate or set rate.

### **7.5. Damage**

Damage to Sheffield Libraries, Archives and Information property and equipment by groups using the facility will be charged for at a replacement rate.

### **7.6. Storage**

Equipment or other materials should not be left in the room/library in between bookings without prior agreement with library staff.

The Libraries, Archives & Information service may make a weekly storage charge for material which is, by agreement, left on the premises.

Groups are responsible for their own property. Sheffield Libraries, Archives and Information takes no responsibility for loss or theft.

## **7.7 Surcharge for use of external catering**

A surcharge of £10.50 per session will be charged if the Hirer chooses to engage an external caterer for their event. If participants choose to bring with them their own drinks, e.g. in flasks or take-away from cafes/coffee shops, and/or a packed lunch, this is free of charge. The use of the water urn is also free, but use of cups will incur a £1.00 per head surcharge based on the number of paper cups used.

## **8. Insurance Requirements for Hirers of Council Facilities**

All persons, groups and organisations hiring facilities in Council libraries must be covered by public liability insurance.

It is essential the Hirer accurately assesses the risk level of their activity. Failure to do so could invalidate the insurance cover and could leave the Hirer responsible for any claim.

### **8.1. Activity covered by the Council's public liability insurance**

Un-constituted groups without a bank account who are unable to purchase their own public liability insurance are likely to be covered by the Council's public liability insurance. To be eligible the activity must be low risk (see sample risk assessment Appendix 1).

If an un-constituted group has been operating under the Council's Public Liability Insurance, but change their activity, the Hirer should check this new activity is still eligible for cover. It is the responsibility of the Hirer to ensure they are adequately insured. Where sports instructors are engaged by groups who do not have their own public liability insurance, the instructor must have their own public liability insurance for delivery of the session. The Council's policy will only cover the hirer for any liability attached to the letting excluding the sporting activity.

### **8.2. Public liability insurance requirements where activity is not covered by the Council.**

The Council's public liability cover cannot cover community groups that are registered charities, companies limited by guarantee, community interest companies etc. Professional instructors, schools, registered child-care providers, cubs, scouts, brownies etc.

Where sports instructors are engaged by groups who do not have their own public liability insurance, the instructor must have their own public liability insurance for delivery of the session.

### **8.3. Examples of Low and High Risk Activities**

Examples of low risk activities are:

Meetings (except political parties)	Arts & Crafts
Social Gatherings	Coffee Mornings
Jumble Sales	Children's activities (excluding bouncy castles)
Low Impact Exercise Class (e.g.chair-aerobics)	Workshops
Special Interest Classes (writing, history etc.)	Lunch Clubs
Informal Playgroups	Small Fetes or Fairs (excluding bouncy castles)

Examples of higher risk activities are:

Bouncy Castles	Rides or bungee jumping
Climbing Walls	Martial Arts Classes
Large Fetes or Festivals	Political meetings
Professional Entertainers	High Impact sports classes

#### 8.4 Other Insurance

For larger events, Hirers may also decide to take out cover for issues such as unforeseen cancellation or damage to their equipment. Whilst it would be prudent for Hirers to have these insurances, the Council does not insist that they are in place.

This is not an exhaustive list - contact the Sheffield City Council Insurance Team if you have any queries about insurance for a letting: 0114 2734453 / email: [insurance@sheffield.gov.uk](mailto:insurance@sheffield.gov.uk)

## Running your group safely, guidance on completing a Risk Assessment

Small un-constituted groups may be covered by the Council's public liability insurance when they hire library facilities, dependent on the activity being low risk as determined by a risk assessment by the Hirer.

For risk assessments to be effective, the Hirer should:

- Ensure everyone running activity is aware of the risk assessment and what it says.
- The risk assessment is kept up to date and it reflects what you want to do.

Some accidents and mishaps cannot be helped, but in most cases by planning ahead you can ensure that if any accidents do happen, that you are prepared. In the risk assessment think about the equipment you use, the physical activity you do, the space you use and the people who attend. There may be more risk if the people attending the group need extra help and support, such as children or people who have a disability or women who are pregnant.

Hazard – What could happen?	What is the danger?	Who could be hurt	Action taken to reduce the hazard
Example: Hot water being spilled	Example: People could be scalded or electrocuted if the spillage is on electrical equipment.	Example: Parents and children attending the group	Example: <ul style="list-style-type: none"> <li>• The group will only have hot drinks if children are not present.</li> <li>• The kettle cannot be taken out of the kitchen area.</li> <li>• Any water for hot drinks in the community room must be transported in a sealed flask.</li> <li>• No drinks around electrical equipment.</li> <li>• Only PAT tested electrical equipment will be used.</li> </ul>

## RISK ASSESSMENT TEMPLATE

Name of Group:

Date:

Name of person(s) who has done the risk assessment:

Hazard – What could happen?	What is the danger?	Who could be hurt	Action taken to reduce the hazard



		Impact and Consequences				
		<b>Minor:</b> e.g. incident but no injury	<b>Marginal,</b> e.g. first aid injury	<b>Moderate,</b> e.g. requiring a GP appointment	<b>Serious , e.g.</b> requiring urgent medical treatment/ hospitalisation	<b>Major,</b> e.g. death or disability
Likelihood  (After action is taken to reduce the hazard as described in the risk assessment)	<b>Almost Certain</b>	MEDIUM	MEDIUM	HIGH	HIGH	VERY HIGH
	<b>Likely,</b> will probably happen at some time	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	<b>Possible,</b> could happen at some time	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<b>Unlikely,</b> not likely to happen	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	<b>Rare,</b> may only happen in extreme or freak circumstances	LOW	LOW	LOW	LOW	MEDIUM

The risk for this Group Activity is assessed as: \_\_\_\_\_

Date:

Note:

High risk activities should not take place in the library and room hire applications will not be accepted.

If activities are assessed as Medium risk, the group is required to have their own public liability insurance.

## Room hire check list

### To be completed by library staff

	Check	Tick when completed
Terms and conditions of hire	The hirer has received the terms and conditions of hire.	
Price Banding	Room/space hire will be charged at Band ----- (Library staff to insert banding level A, B, C or D)	
Deposit & other costs	Costs have been calculated and paid.  Amount of payment in cash £ _____  Or Amount to be invoiced £ _____	
Key-holding	If applicable, the key-holding form has been agreed and signed and deposit of £25 taken. Confirm proof of identify has been checked before keys are handed over.	
Storage	Does the hirer require any storage?	
Catering	Is the Hirer using an external caterer?	
Equipment	Does the library have the equipment the Hirer requires?	

Date:

Name of Library Staff Member: \_\_\_\_\_

Any comments relating to the booking: