

Next Steps Protocol Document

Once you have received the keys for your property you **MUST...**

Business Rates

Inform the local Council that you have moved into the premises and apply for all relevant business rate relief. A copy of your rates bill must be scanned and emailed to Community Spaces upon receipt.

Meter Readings

On the day you receive your keys you must photograph all utility meters to evidence the readings and supply copies to Community Spaces via email.

Electricity Meter Reading:

Date of reading:

Gas Meter Reading:

Date of reading:

Water Meter Reading:

Date of reading:

Signage

If you wish to apply signage or window vinyls to the premises you must obtain approval from [LANDLORD] via Community Spaces. Artwork needs to be supplied and a professional, fully insured company must be contracted to complete the work.

Property Concerns

Immediately report all concerns regarding the property to Community Spaces.

Main Point of Contact

You should only contact Community Spaces regarding anything to do with the premises. They will then support you and speak to any relevant parties on your behalf.

Tel: 01743 730 004

Email: info@community-spaces.co.uk

Website: www.community-spaces.co.uk

or contact the Community Spaces representative who assisted you with your occupation.

Initials

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Anyone taking any of the [LANDLORD] properties must observe the following requests from [LANDLORD]....

- Please do not mention [LANDLORD] in any publicity materials.
- Only use the [LANDLORD] name as a locator – i.e. we are in the former [LANDLORD] building, put the full address as well so it is clear.
- [LANDLORD] do not wish to have ANY credit for anyone using the building.
- Tenants should not comment on anything relating to [LANDLORD] to the press, TV, or radio. Nor should they make any comments on social media.
- [LANDLORD] will take legal action against anyone making derogatory comments about them regarding this scheme.
- Do not contact [LANDLORD] directly, contact Community Spaces for any questions or issues regarding the building. Please see above under 'Main Point of Contact'.
- Please comply with all government guidelines with regards to your Health and Safety obligations. www.hse.gov.uk

Important

- **Fire Alarms** - The units will have functioning fire and security alarms and the Tenant will be required to test these weekly.
- **Emergency Lighting** - The units will have functioning emergency lighting, it is incumbent upon the charity to test these monthly.
- **Fire Extinguishers** - The units will need fire extinguishers, but it is incumbent upon the Tenant to ensure that all occupants of the units know how to use them. These extinguishers must be regularly serviced.
- **Fire Exits** - The responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at **ALL** times. Emergency routes and exits must lead as directly as possible to a place of safety; emergency doors must open in the direction of escape; emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency.
- **PAT Testing** - Stickers showing 'in date' PAT testing must be displayed on **ALL** electrical item used in the unit. Please comply with all government guidelines. www.pat.org.uk
- **Insurance** - You must have all relevant insurances.
- **Security** - The charity is responsible for locking the building securely after use and must report all security issues/ concerns to the Police and Community Spaces when appropriate.

I confirm that I have read and agreed to the content of this document and understand that failure to do any of the above may jeopardise the lease on the property.

Name

Signature

Date