



Guernsey Mind Centre Introduction Pack



Guernsey Mind
The Guernsey Association for Mental
Health

The Lions Mind Centre
The Arsenal, St Peter Port
Guernsey, GY1 1UW

T: 01481 722959
E: matt.lane@guernseymind.org.gg

Thank you for the interest you have shown in hiring the Lion's Mind Centre for use of one or more of the rooms that we have to offer.

The Lions Mind Centre provides a modern and accessible base for a wide variety of voluntary self-support groups and community-based States services.

The attached documents comprise of the information pack and service contract. On signing the contract you are acknowledging that you are aware of the Centre guidelines and our fire safety procedure.

Yours sincerely

Guernsey Mind

We do hope you enjoy using our facilities / In the case of any queries do not hesitate to contact us on 01481 722959

Guernsey Mind aims to deliver a service that will promote positive mental health for the people of Guernsey. We campaign locally to improve services, raise awareness and encourage understanding.

The Lion's Mind Centre

The Lions Mind Centre is the headquarters of the local charity, Guernsey Mind. Guernsey Mind's vision is of a society that promotes and protects good mental health for the people of Guernsey and that treats people with experience of mental distress fairly, positively and with respect.

The Lions Mind Centre is a modern, purpose built facility discreetly set back from Arsenal Road, adjacent to the gardens of Victoria Tower. Completed in 2008, the building comprises of a main function room, two smaller meeting rooms, a counselling room, an office with bureau facilities, a fully equipped communal kitchen and toilets. There are five car parking spaces flanking the building that are reserved for visitors of the Centre.

The Centre provides a central location for mental health service users and associated organisations to meet in welcoming surroundings. It is also a regular meeting place for other agencies and charitable organisations. The building is an ideal venue for seminars, presentations and counselling sessions.

The Mind Committee wishes to make the Lions Mind Centre facilities available for anyone in Guernsey who aims to increase understanding about mental health, and increase access to community-based mental health services.



The Lions Mind Centre Facilities

The large Meeting Room can accommodate 20 people or more.



Meeting Room 1 and 2 can accommodate up to 8 people.



The Counselling Room is a 1 to 1 session room for more private meetings.



Guidelines

The Mind Centre acts as a base for Guernsey Mind to provide a service to the community. It is predominantly, but not exclusively, for those members of the community who are experiencing mental health problems. We are proud of our building and wish it to continue to be an enjoyable space to hold meetings and events. For this reason we ask those that use the building to be aware of the following:

1. Any group who uses the building should have a nominated responsible person to run the group.
 2. The nominated person should keep a record of any event and the time of arrival and departure. Also this person is required make a note of the number of individuals attending the event. This is in case of a fire and for insurance purposes. We will also use this information to collect data on the use of the centre. A book used to sign in and out of the centre shall be kept in the lobby by the front door at all times.
 3. The responsible individual needs to be aware of the fire safety procedure for the building. This is displayed in the lobby along with the signing in book and is also attached to this pack.
 4. Other rooms at the Centre may be hired out to other groups at the same time as you. Sole use of the Centre cannot be guaranteed unless you have hired the entire building.
 5. When leaving the centre, users must leave it in a clean and tidy condition. Use of the kitchen requires you to wash up, dry and put away everything that was used. All surfaces should be wiped clean, in every room that has been used, and tables and chairs returned to their original position. Rubbish sacks should be put outside the front of the building, replacement bags can be found under the sink.
 6. The centre must have all fire doors shut and the front door locked upon exiting the building. If nobody is present in the office and the building is locked, a front door key is available from the Fire Station. This key must be returned once the use of the building has finished.
 7. Any defects found within the building can be logged in the black book found in the lobby so that a member of staff can attend to them in a timely manner.
 8. Groups attending should leave the wheelchair access ramp and the designated disabled parking bay clear and available for wheelchair users.
 9. A bucket shall be provided for cigarette ends for anybody that wishes to smoke.
 10. In case of emergency please contact the appropriate emergency service promptly without delay.
 11. Guernsey Mind's Insurance does not cover insurance for visitors. Clients that use the centre are responsible for any incidents that happen on the premises and must ensure they have their own relevant insurance.
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Fire Safety Procedure

Guernsey Mind is committed to maintaining a high standard of fire safety to protect its employees, visitors, and any other relevant people who are lawfully in its building or who may be affected by its activities. Guernsey Mind takes precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable.

Guernsey Mind Responsibilities

1. Provide, and maintain places of work, and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
2. Provide suitable and sufficient information and instruction on fire safety to Guernsey Mind staff and visitors.
3. Complete weekly tests on the fire alarm and emergency lighting systems to ensure that building occupants receive adequate and early warnings of any fire related event.
4. Ensure that suitable and sufficient means of escape are available and can be safely and effectively used at all times.
5. Ensure fire-fighting and fire detection equipment is suitable and sufficient.
6. Ensure maintenance is carried out and recorded as necessary.
7. Ensure suitable safety assistance is available (Fire Station opposite The Lion's Centre)
8. Provide training to Guernsey Mind employees for the proper and effective use of fire extinguishers.

Visitor Responsibilities

1. Evacuate immediately when the fire alarm activates via the fire doors that are located in the front lobby and the rear exits adjacent to the toilets.
 2. Report to the assembly point – The Lion's Centre Car Park, East Side.
 3. Ensure there is a responsible and competent person to take charge and follow the Fire Action Plan found in the lobby of the Lion's Centre.
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Client details

Client Name:

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Hired Room:

Large Meeting Room Meeting Room 1

Counselling Room Meeting Room 2

Date & Time of First Session:

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Weekly Basis

Date of Last Session:

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Contact Number & Email:

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Printed Name of Nominated Person:

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Signature:

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Service Contract

The following fees are payable for your use of a room at the Lions Mind Centre. Please select the relevant box.

If you are a Voluntary or Charitable Organisation:

Up to half a day (£10) Full day (£20) Alternative fee agreed

If you are a privately owned business:

Up to half a day (£25) Full day £50

If a room is only hired for one session then cash is accepted as a payment. If you are hiring a room on a regular basis, please confirm how payment will be made:

Standing order Cheque

I hereby promise to pay Guernsey Mind the agreed sum per session for use of the Lion's Centre and acknowledge that it is our responsibility to obtain insurance cover for any activities undertaken when we have use of the building. By signing this contract I acknowledge the receipt of the Lion's Mind Centre introduction pack, agree to adhere to the guidelines and to follow the fire safety procedure. I am aware of my responsibility in ensuring the safety and security of the building and its occupants.

Signature:

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Printed Name:

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