

## Creating Warm Spaces for Sevenoaks District

Thank you for your interest in this popular network of Warm Spaces for Sevenoaks District.



The information you provide below will be registered onto the online network, so please provide as much information as possible to let our residents know more about what facilities, activities and support they can expect when they visit your Warm Space.

### Required information

1. What is the name of your organisation?
2. What is the address (include postcode) of your Warm Space?
3. If a resident had a query about your warm space, state below the name of the person they should contact.
4. Contact telephone number
5. Contact email address
6. What days and times is your Warm Space open?
7. Describe briefly what people can expect when they visit your Warm Space.
8. Tick below all of the facilities, amenities and activities that someone could expect at your Warm Space.
  - Accessible entrance
  - Free wi-fi
  - Free devices to use
  - Free use of computers
  - Free charging facilities for phones and other devices
  - Work stations for agile working

## Appendix 1

- Hot drinks, cordial and biscuits – free
  - Hot Drinks, cordial and biscuits - charged
  - Dairy alternative - oat milk, almond milk
  - TV
  - Magazines
  - Newspapers
  - Library corner
  - Book borrowing/swap
  - Laundry facilities
  - Toilets
  - Disabled toilets
  - Accessible Changing Facilities
  - Baby changing facilities
  - Activities
  - Play equipment
  - Outdoor space/activities
  - Car Parking
  - Electric Vehicle Parking
  - Other
9. Do you offer translation services including ear loop system? If so, please tell us what languages and / or if you offer British Sign Language?
10. Do you offer any Advice, Information or Guidance? If so, please tell us what type you offer.
11. Is your Warm Space close to bus routes or Train Stations? Please state nearest station or bus number/stop.
12. There is an expectation that the basic offer of a Warm Space is free of charge. If you intend to charge, even if it is a “pay what you can afford” or ask for donations for any of your services or activities please provide details here.
13. Please see the Warm Space Charter (*link to be inserted*). Do you agree to abide by the values and behaviours set out in the Warm Space Charter?
- Yes
  - No

## Appendix 1

14. Warm Space participants will be expected to adhere to their own safeguarding policies and ensure that all staff and volunteers are briefed on these procedures.

You will conduct your own risk assessments of your venue and have in place your own public liability insurance.

Agree

Disagree

15. We will use the information submitted in this form for the following purposes:

- To hold in our database for statistical purposes
- To add your details onto the online Warm Spaces directory

Please let us know if you

Agree

Disagree

16. Would you be open to talking to others about your experience of being a Warm Space and to be put forward for media opportunities?

- Yes
- No
- Maybe

Thank you for your time in filling out the form.