

CONDITIONS FOR USE OF THE CHURCH PREMISES

- 1 The premises may only be used by the organisation/individual hirer (The User) for the purpose and during the period indicated on the application form submitted to the Church. Only the specified rooms, communal facilities and toilets may be used. **Regular users must notify term dates to the Bookings Secretary.**
- 2 The User is responsible for all damage (other than fair wear and tear) to the premises or any of the Church's fixtures, fittings and equipment which is occasioned in whatever way. The playing of ball games is not permitted because of the risk of damage to windows or lights which could cause injury and which are costly to replace. Any damage or breakages must be notified to the Church immediately and be paid for in full by the User.
- 3 The User is responsible for notifying the Church of any defects to the premises, furniture or equipment as well as any power cuts and/or heating malfunctions in order that these can be rectified as soon as possible.
- 4 The User may only leave equipment, furniture or articles of any kind on the Church premises with prior written agreement from the Church. The Church reserves the right to charge a separate fee for the provision of any such agreed storage facilities. In all cases, storage must comply with the Church's Health and Safety Policy. The Church will not be liable for loss or damage to any such items, and the User should make their own appropriate insurance arrangements. The Church reserves the right to remove any unauthorised items or any deemed by the Church to be in contravention of its Health and Safety Policy.
- 5 Smoking is NOT permitted anywhere on Church premises. Smoke detectors are fitted in all rooms. The User must not use naked flames, including candles and tea lights, on the premises without first submitting a Risk Assessment Form to, and receiving written permission from, the Church Health and Safety Officer. The use of liquid gas equipment for cooking activities will only be permitted if such activities are supervised closely by the fire stewards and strict safety measures are taken.
- 6 Alcohol may not be brought onto or consumed on the premises unless by prior agreement and must never be taken into the worship area.
- 7 The premises must be left in a clean and tidy condition, with all furniture and equipment put away after use. Chairs in the lower hall must be returned to the chair store and stacked neatly no more than 5 high. Chairs in the upper hall should be stacked no more than 4 high against the walls. Carpets must be vacuumed to remove food or craft items (a vacuum cleaner is provided by the Church). All rubbish must be removed. Tables must be wiped clean and, in the case of the lower hall, folded flat and returned to the storage area.
- 8 All used crockery and utensils must be washed up and returned to the cupboard from where they were taken. The main kitchen has 4 separate bins to facilitate recycling. Care should be taken to put waste into the appropriate bin. Kitchen bins must be emptied if nearly full and the contents placed in the correct Council refuse bin at the rear of the Church. Bin liners (found in the main kitchen) must be replaced after a bin is emptied. The electric oven in the main kitchen (if used) must be switched off and the mains isolator switched to the off position. The water heater in the main kitchen (if used) must be returned to stand-by mode. When vacating the premises, the User must ensure that hall doors are closed, serving hatches closed and locked, hall and kitchen windows are properly secured, and that all hall and kitchen lights are switched off. If the User is not a keyholder, please do not leave the premises unlocked but await the arrival of an official church representative who will make sure that the main doors are shut and that the premises are secure.
8. Fire doors in the upper hall and intersecting corridor on the ground floor, and the double doors to the entrance area MUST NEVER be fixed open. In the event that the Fire Alarm is activated, the Church Health and Safety Advisor (or other church representative) MUST be notified immediately by telephone (the numbers are on the Fire Alarm panel).
9. The User agrees that the Church accepts no responsibility for injury or loss to person or property arising out of the use of the premises. The User will indemnify the Church against any claims for injury, loss or damage for which the Church is not responsible.
10. The User will comply with the provisions of the Church's Health and Safety Policy and will ensure that all those using the premises are aware of the appropriate safety procedures.
11. Where the User has been issued with keys to the premises; the terms of the Keyholder Agreement apply.