



Guidelines for users of church premises

General Points –

- 1 If the group requires a registered key holder, this person will take responsibility for the key and sign the key holders book.
- 2 It is the responsibility of the key holder to ensure that s/he is familiar with the fire plan for the premises.
- 3 No smoking or drinking of alcohol is permitted anywhere on the premises.
- 4 We ask that users respect the premises as a place of Christian worship and therefore abstain from any activities that are not in accord with Christian beliefs. If in any doubt please consult the Administrator.
- 5 Please do not fix anything to any walls. Experience has shown this can cause damage. A flipchart and some pin boards are available for use if required.
- 6 No exits – especially those designated for use in an emergency – should be blocked at any time.
- 7 Details of any accident should be entered in the Accident Book (with First Aid box behind kitchen door) and the Administrator must be informed. (Details below.)
- 8 Advise the Administrator if the premises are not found to be in a satisfactory condition at the start of a session or if any problem is encountered during the session.
- 9 As a church we support the idea of 'fairly traded' goods. These are goods for which the growers get fair pay rather than being exploited by 'middlemen'. Fairly traded coffee and tea are now widely available in supermarkets and we ask that you consider using these brands when meeting at the church.

When leaving the premises –

- 10 Premises to be left in a clean and tidy condition.
- 11 All furniture and items used to be returned and put away.
- 12 Ensure that windows and fire doors are closed and the premises are locked (including bolts on front doors, deadlock on side door and key used to secure fire doors from hall) or that another responsible person is in the building.
- 13 Please check that toilet rolls are not empty and bins are not full. (Spare toilet rolls are kept in the ladies – bins can be emptied into the wheelie bin in the store outside the back door opened by the key kept by the bin in kitchen, new bin bags are kept under the sink in the kitchen.)

Bookings –

- 14 Charges are subject to annual review and will be invoiced quarterly.
- 15 Current charge is £5.00 per hour for hall or upstairs, £10.00 per hour for sanctuary.
- 16 The church reserves the right to cancel a booking if the building is required for its own use. Every effort will be taken to give as much notice as possible but, e.g. in the case of funerals, this may be only a few days.
- 17 The church's public liability insurance only covers church groups. Other users are advised of the need to arrange their own cover.