

CONDITIONS APPLYING TO THE USE OF A ROOM OR ROOMS

FORMING A PART OF THE PREMISES OF UNITY OLDLAND METHODIST CHURCH

Operating from September 2017

1. The agreed time of use is **inclusive of time necessary for setting up for and clearing up** after your event(s). The rooms **are not available until the time of hire** and it is important that the room(s) used **shall be vacated at the agreed time**. As we do not have a caretaker hirers are asked to ensure that the area(s) they use shall be left clean and tidy. (Brooms etc. are available in the cleaning cupboard and shall be replaced after use).
2. All property belonging to you and to any person attending the event for which the room(s) are being used shall be removed from the premises at the end of the event, unless otherwise agreed with a representative of the Church Stewards of Unity Oldland Methodist Church. We cannot accept responsibility for any items left on the premises.
3. **You, or a representative appointed by you in the case of an organisation, shall, on arrival for the event, ascertain all relevant emergency exits and fire alarm points. Access along corridors and to emergency exits shall be kept clear at all times. In the case of fire the alarm shall be sounded by breaking the glass at any of the various points in the building. Everyone shall leave by the nearest emergency exit and the Fire Brigade shall be called. You are also responsible for instructing your members as to position of the above exits and alarm centres and organising the evacuation of the building in an emergency.**
4. There shall be a responsible person controlling access to the premises whilst people are entering the building.
5. The kitchen and any equipment normally kept in the kitchen **may be used by prior agreement**. All crockery and cutlery used shall be thoroughly washed, dried and put away and the kitchen left clean and tidy after use. **Instructions for the use of the urn are displayed as are instructions for using the dishwasher**. Users of the kitchen should be aware of the Food Safety Act 2006, and its requirements. Food preparers should, as necessary, be trained in Food Hygiene, they must also be conversant with the induction hob. **Only pans suitable for induction hobs** should be used. There is a magnet for testing pans on the side of the urn. There will be an additional charge of £25 should the cooking range be used.
6. Before leaving the premises, any furniture or other items that have been moved **shall be returned to their proper places** as shown on the schedules displayed in the relevant room(s). If tables or chairs are required to be ported for the event there will be a £10 charge as we have no caretaker. All lights, heaters and electrical kitchen equipment used shall be switched off, and any doors for which you have been given a key shall be locked on departure and the key returned, unless otherwise agreed.
7. **If activities with children are involved, the Hirer must confirm that the Hirer is familiar with and has an understanding of the Home Office Code of Practice, "Working together to Safeguard Children", HM Government 2010 and the safeguarding policies of the Methodist Church in relation to children and young people, and undertakes to comply with them.**or they have their own policy for our inspection.**
8. **If activities with Vulnerable Adults are involved the Hirer must confirm that the Hirer is familiar with and has an understanding of the safeguarding policies of the Methodist Church in relation to Vulnerable Adults and undertakes to adopt and implement the policy.**or they have their own policy for our inspection.**
9. **All users, whether working with young people or not, should be aware that young people may be on the premises during their usage, and that the care of young people is of paramount importance.**
10. There MUST always be a responsible adult for the hiring of facilities
11. **You must remove any refuse arising from your event from the premises**. If the event is, or includes, a sale of goods, all items left at the end of the sale shall be removed entirely from the premises. For the purposes of this condition the premises include all grounds around the premises.
12. Car parking provides limited car space for disabled users of our facilities and for loading and unloading.

13. The following must be observed:

- a. **No alterations** are permitted to the building or any of the electrical or **heating settings** or to the decorations.
- b. Items may not be affixed to the walls with either Blutak or similar material, not with adhesive tape, pins, etc.
- c. No smoking or smoking of e-cigarettes is permitted on the premises at any time. **Alcohol or illegal substances shall not be supplied, sold, kept or consumed on the premises.**
- d. No betting, gambling or games of chance are permitted (with prior permission small lotteries/raffles might be permitted).
- e. No activity or behaviour is permitted of a nature which would damage the reputation of Unity Oldland Methodist Church or which contravenes any statute or the regulations of any relevant local or public authority or the requirements of any relevant insurance.
- f. The church organ/keyboards shall not be used without prior permission.
- g. No candles shall be lit except for a birthday cake due to fire regulations
- h. No fireworks, bonfires or barbecues should be ignited on the premises, internally or externally
- i. **No part of the premises shall be entered except for necessary access other than the part subject to the Hire Agreement.**
- j. The Hirer must ensure that those attending respect the local neighbours and keep the noise to a respectful level.

14. Audio/visual equipment is available to be used on the premises by prior agreement.

15. If audio, video or other mains electrical equipment is brought onto the premises for your use you shall ensure that the equipment is in good working order and has been certified safe in every respect. You shall also accept responsibility for obtaining any relevant copyright patents, performance licences, etc. Portable heaters are not permitted on the premises.

16. Any accidents/incidents occurring during the usage of the premises shall be reported in writing to the Booking Secretary, and full details will be recorded in the Accident/Incident Book on the notice board. Details recorded shall include the names of any witnesses to the accident/incident. We can accept no liability for damage to property or personal injury unless caused by our own negligence.

17. Any damage to the building and/or its contents shall be reported as soon as possible to the Booking Secretary, and arrangements shall be made for payment or reimbursement of the costs of repair or replacement (including labour costs), where it is deemed necessary.

18. We reserve the right to cancel or amend the terms of this Agreement should this become necessary as a result of unforeseen circumstances. We also reserve the right to terminate the Agreement in the event of reasonable evidence being provided to us of non-compliance with any of its terms, including observance of these Conditions.

19. If there should be any problems or queries on the day of hiring please telephone the Booking Secretary

Our Safeguarding Policy will be on our Notice Board.

**** For advice and details of the policies and what is required, please speak to the CHURCH SAFEGUARDING OFFICER, Pat Lansdale on 0117 377 7432**

Booking Secretary: Ruth on 0117 330 0880 or email ruthmallett@virginmedia.com