

Guidelines for the Use of Facilities

[These guidelines are designed to ensure the safety of the users and to prolong the life and usefulness of the facilities for the good of the South Hanwell Baptist Church (SHBC) members consistent with God's ministries for the church. Update September 2013.]

Purpose

The members of SHBC believe that it is mutually beneficial to allow the use of the church facilities for appropriate community purposes. These facilities exist primarily for the Worship of God, Christian Education, Outreach and Church Family Life; therefore, non-church use will be welcomed only when it does not interfere with the most effective use of the facilities for congregational purposes.

These facilities may be used for charitable, religious, civic, educational, recreational and entertainment purposes and other uses pertaining to the welfare of the community at the sole discretion of the Trustees of SHBC.

User Groups

(In priority order)

A. Ministries of SHBC

The use of the facilities by the ministries and activities of SHBC take precedence at all times. In the unlikely event of a scheduling problem, we will make every effort to accommodate the affected user or group, though no guarantees can be given.

B. Members of South Hanwell Baptist Church

Using facilities for Christian ministries unconnected with the Church, or private events.

(Where a family or individual regularly attend but are not yet members, fees may be applied at the discretion of the leadership.)

C. Christian Ministries and Groups

Other Christian groups are welcome to use these facilities.

D. Individuals, Community Groups and Local Charities

Organisations and groups that provide a service to this community and private individuals are welcome. They need to respect the Christian values of this church.

E. Commercial Use

Use of these facilities for business purposes and by commercial groups will have last priority. These groups need to respect the Christian principles of this church.

Scheduling Procedures:

Priority of use follows categories listed above (i.e. Group A has the highest priority) in the unlikely event of two or more groups wanting to use the same facility at the same time.

Applications for usage are available from the church administrator from 10am – 12noon, Tuesday to Friday.

All usage requests shall be forwarded to a Trustee of SHBC for approval. A response will be usually given within 5 working days of the written request being received.

Conditions of Use

1. The agreed fee (see below) for the use of the facilities must be **paid in advance** of the hiring **together with a deposit of £70.00** (this will usually be waived where the hiring is by Church members). The deposit will usually be refunded within **seven days** of the hiring unless there has been damage to the facilities or the church's furniture and equipment for which the User is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The User is responsible for all damage (other than fair wear and tear) to the facilities or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the facilities. No equipment may be removed from the buildings.
3. The facilities may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church. However, all hires must not go beyond 10pm, including cleaning up.
4. If the User wishes to apply under category C and is not part of a mainstream denomination or a group already known to the church, a copy of the user's official statement of faith/beliefs must be submitted before the application will be considered.
5. After the use of the facilities it must be **left in a clean and tidy condition** with all tables wiped and all furniture and equipment left in the same position as at the commencement of the hiring. **Failure to do so could lead to loss of all or part of the deposit.**
6. The User must ensure that all lights are turned off and all doors and windows properly secured after use of the facilities.
7. The User must ensure that no person smokes and that no alcohol or illegal substances are supplied or consumed on the premises.
8. The User must not leave in the facilities any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
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 facilities apart from such injury or loss which arises from the church's responsibility for the general maintenance of the facilities and the User will keep the church indemnified against any claims for which the church is not responsible.
10. The User has a responsibility to notify the church of any defect in the facilities or in any of the church's furniture or other equipment in the facilities.
11. If the User is a formally constituted organisation or an organised group the church would require proof of the User's Public Liability cover.
12. Where the User contracts the services of a caterer, entertainer, etc. these contractors need to give evidence of their Public Liability cover to the User, who in turn needs to provide the church with a copy.

13. All youth and children's activities must have adult (over 21 years of age) supervision. The names and contact telephone numbers of all adult supervisors must be specified in advance. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Safe from Harm', a summary of which can be found at www.ccpas.co.uk/Articles/Safe%20from%20harm.htm
14. Nails, staples, tapes or other fasteners shall not be used on any walls ceilings or floors. Any decoration shall not be attached in a manner that will leave any damage. They must be removed at the completion of the activity.
15. The audio-visual and musical equipment may not be used unless application had been made for the use thereof and express permission has been given.
16. If a Bouncy Castle will be used during the hire, it is to be positioned opposite the entrance to the Wooden Hall from the corridor, in front of the windows (to the left of the storage room doors). The User will also arrange for a designated responsible adult (18 or over) to supervise the Bouncy Castle at all times.
17. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the facilities are aware of the appropriate safety procedures. It is the User's responsibility to bring along a First Aid kit that will serve the needs of those attending and to have someone present at the event who can perform First Aid, should it be needed.
18. The User must be aware of the document on Fire Safety (see attached).
19. The person in charge of the activity during the use of the facilities must ensure everyone vacates the premises and be the last to leave the premises.

Fees for Hire of Facilities

The hiring fee includes one named room + kitchen+ toilets. If additional rooms are required a fee of £5.00 per hour per room will be levied subject to availability.

- User Group A & B: A fee may be levied to cover water, lights, heating, etc. In addition, donations will be gratefully received.
- User Group C: As above plus £15 in cash, if a key holder is required to open & close (payable to the key holder when they open up).
- User Group D: £20 per hour plus £15 in cash if a key holder is required to open & close (payable to the representative when they open up).
- User Group E: £25 per hour and if additional rooms are required a fee £7.50 per hour per room will be levied subject to availability plus £15 in cash if a key holder is required to open & close (payable to the representative when they open up).

Please make cheques payable to South Hanwell Baptist Church.

Additional Fees

1. A Bouncy Castle is available for hire provided there is someone available to set it up and pack it away. The cost is £60 (£45 for hiring the Bouncy Castle, plus £15 for someone set it up and pack it away again payable in cash to the person on arrival)..
2. If available, an Audio/visual Technician for sound system and song projection is £10 an hour or part thereof (payable in cash to the technician on arrival).
3. If the baptistry is to be used for a baptismal service, a charge of £15 will be made for the preparation of the baptistry (payable in cash to the person on arrival).
4. A key holder of the church to be present during the activity is £8 per hour or part thereof (payable in cash to the person on arrival)

NB. Long-term use or hire of facilities will be considered on application.

Letting Application Form

[Please print neatly and use an extra page if needed.]

DETAILS OF PERSON RESPONSIBLE FOR THE BOOKING

Name:

Address:

Telephone numbers: landline

mobile

E mail:

ORGANISATION if relevant

Name and address of organisation you represent, and if a faith organisation not part of a mainstream denomination or not already known to SHBC please attach a copy your articles of faith (ie your organisation's core beliefs)

NATURE OF EVENT FOR WHICH HIRE IS REQUIRED

DATE REQUIRED

TIMES REQUIRED (includes setting up and clearing)

If the booking is to cover a number of weeks, please specify exactly how many. We do not normally accept long term open ended bookings

ROOMS REQUIRED – please tick:

(Wooden) Hall []

The room next to the kitchen (Schoolroom) []

Toilets []

Kitchen []

Main Church (Sanctuary) []

Upstairs lounge & toilet []

If you would like to see our premises before deciding which rooms to hire, please arrange an appointment by contacting the church office on the number above.

FACILITIES AND EQUIPMENT REQUIRED (e.g. tables, chairs (NB there are 24 small chairs), sound system in Sanctuary... - there may be a charge for this)

(please see reverse)

PERSON IN CHARGE OF THE ACTIVITY

1) Details of person supervising activity on the day if different from person responsible for the booking

Name:

Address:

Telephone number:

MOBILE:
Contact number on the day must be provided

2) Where the hiring activity includes children and their parents/guardians will not be present, names and telephone numbers of supervisors over the age of 18

ADDITIONAL INFORMATION

- | | |
|--|--------|
| 1) Is your organisation a registered or exempt charity? | Yes/No |
| 2) If the hire is for an organisation rather than an individual, has the organisation agreed to comply with the government's suggested guidelines for "Safe from Harm"? (see Conditions of Use no. 13) | Yes/No |
| 3) Have you or your organisation used the church premises before? | Yes/No |
| 4) Do you have insurance? (see Conditions of Use no. 9) | Yes/No |
| 5) Do any service providers whose services you will be contracting have insurance? (see Conditions of Use no. 11 & 12) | Yes/No |

Applicant:

I confirm that I have received a copy of the letting guidelines and that they are accepted. I enclose a cheque for £70 deposit (unless SHBC member or otherwise exempt).

Signature: Date:

SHBC:

I confirm on behalf of South Hanwell Baptist Church that the booking as indicated on this form is accepted, subject to the letting conditions and to the payment of the agreed fee of £ for the hire and/or (if applicable)

- 1) opening up fee £ *
- 2) fee for hiring Bouncy Castle £
- 3) fee for someone to set up Bouncy Castle £ *
- 4) fee for Audio/Visual assistance £ *
- 5) fee for baptistry preparation £ *
- 6) fee for key holder to be present during activity £ *
- 7) charge for heat/light £
- 8) other £

* **Payable in cash on the day of the hire**

Signature of church officer: Date:

Name and mobile number of church contact(s) on the day

Person opening up and locking up:

Person setting up Bouncy Castle:

(These persons will have a copy of your letting agreement)

Office use only: PL document(s) seen (where required)