

## Lettings Policy / Conditions

The church's premises are available for hire, subject to availability. Hire is subject to the following conditions.

Bookings or lettings are permitted and encouraged as guided above all by the Mission Statement of our Church:

***The aim of our Church is to help people become disciples of Jesus Christ and to make this the focus of all our planning, decision-making and practice.***

This means the intended use of the premises is primarily for the promotion of Christian faith and life.

Consequently, the prime use of the premises will be to assist the many Christian groups of our church (and also of other churches) promote Christian faith and life. In a conflict of interest between secular bookings (to raise money) and spiritual meetings, the church will generally prefer to support the spiritual use.

This also means that those practices that are considered either incompatible with Christian faith as expressed in our Mission Statement, or are considered to be unhelpful towards our presentation of ourselves as a Christian church are ruled out.

**We rule out:**

**Events which include teaching, religious acts or promotion of other faiths, ideologies or religions which do not accept Jesus Christ as Lord and Saviour.**

Martial arts training or action or any sports which inflict violence.

Smoking

Alcohol, [either selling or serving]. Legally prohibited by Trust deed on our premises.

Gambling, [including raffles and games of chance etc]. Again prohibited by Trust deed.

Sexually explicit or pornographic material whether visual, written or spoken.

Anything perceived to have an occult dimension.

*(This would also mean that in any jumble sale or similar sale of material, no material would be sold including any of these excluded elements, i.e., promoting other faiths/ideologies, pornographic material, or occult material, even if these elements had been given to those planning the sale.)*



## General Conditions

Groups using the premises where children are present, under the care of leaders, should have a Child Protection Policy Document. You will be asked to show evidence of this.

Groups or individuals hiring the rooms are NOT COVERED by the church's Public Liability insurance. You are strongly advised to take out your own cover, either by an extension to household insurance or by a separate policy.

You are responsible for the behaviour of all people using the building during the period of the hiring

Due to hygiene regulations, Where food is being prepared or served on the premises, there should be persons holding appropriate food hygiene certificates involved in the preparation

Access to the premises in advance of, or after, the time booked, cannot be guaranteed. If you need time to set up or clear up, this should be booked

As we have houses adjoining our property, we seek to be good neighbours, and do not wish any event to create unacceptable noise or inconvenience for our neighbours. Therefore we ask that any event shall finish by 11pm, and that there shall be no discernible noise after 11pm. Users playing music should keep the volume to a 'reasonable' level, (We are not a night club!). Thank you for your co-operation in our good neighbourliness.

Please ensure that cars parked outside do not cause any obstruction. It is important that the entrance down the side of the church is kept clear as access is required day & night by the restaurant, residents and Police.

Please leave the halls in a clean & tidy condition, replacing any equipment or furniture moved in the course of the letting. Particular attention should be paid to the kitchen & toilets. A vacuum, mops & brushes are available in the cleaning room in the foyer. You should include clearing up time in the hours booked.

To prevent damage to the floors, skateboards, skates and similar items are not permitted.

The premises must not be sub-let or used for any purpose not stated at the time of booking.

Please empty internal bins at the end of your booking and Take away ALL rubbish created. A charge may be levied for the removal of rubbish. Do not leave any food on the premises. Please ensure only recyclable material is placed in the recycling bins. (Paper, cans & plastic bottles only)

You should take all reasonable precautions to guard against the risk of fire. Please ensure that fire exits are left clear, and you know the locations of extinguishers. Any defects or problems should be reported immediately.

Any mains electrical items, (including extension leads) brought onto the premises must have a current PAT test certificate.



Please ensure the premises are left secure upon leaving, having checked all windows, fire doors and external doors. Check that all lights and appliances are turned off. (Some external lights are on sensors/timers)

If anything belonging to the church is damaged or broken during the letting, it should be reported at the earliest opportunity. You may be required to pay for repair or replacement of the item.

The Maximum number of people permitted on the premises are as follows;

Upper Hall 100      Lower Halls 40