

The Parish of St John The Baptist, Hey



Policy Statement Hall Lettings

This policy statement is subject to annual review and was agreed by the PCC on 15th January 2014

The PCC is responsible for the lettings and laying down the lettings policy for the church hall. The PCC will nominate an officer who will be responsible for bookings and co-ordinating the lettings.

This document sets out the commitments made by the PCC to anyone who wishes to use the facilities and outlines the conditions of such an agreement. **A copy of this policy will be given to the person / organisation renting the hall** (referred to hereafter as the client).

➤ **Conditions of booking:**

- **Lone working** - If anyone setting up or organising an event in the hall is going to be alone on church premises including the hall then they are to inform somebody where they are, when they are expected to return and they are to carry a charged mobile phone in case of emergency.
- **License** - The hall is licensed for use and music until 11pm. Music must be regulated so as not to disturb our neighbours. Doors on the north side of the hall (furthest away from kitchen) are to remain closed if music is being played.
- **Alcohol** - The hall is NOT licensed for the **sale** of alcohol. It may be consumed on the premises but not sold.
- **Bookings** will only be accepted until 10.30pm allowing 30 mins thereafter for cleaning up. The hall must be clear and vacated by 11pm.
- **Encroachment** beyond the facilities given below will activate alarms incurring a fine of £50 as a key holder will be required to turn out. The unauthorised use of equipment / stores / equipment other than those listed below will not be tolerated.
- **Child and Vulnerable Adult protection** - the client is responsible for the protection of children and vulnerable adults at all times. The client must check the CRB documents of anyone they employ.
- **Insurance** - Other than in connection with the PCC as the letting agent for insurance purposes, the PCC will not be liable for any accident to persons or property whilst on the premises or in the church car park. The client is to ensure they have insurance to cover the activity they are organising.
- **Hangings / fixings** - Nothing may be fixed to any paintwork / walls / ceilings by any means including cellotape / pins / blue tac / white tac.
- **Food preparation** - If providing food the client is responsible for ensuring they conform to the relevant regulations for the preparation and serving of food.
- **Parking / unloading** - Vehicles may use the car park. They are not to be driven up the hall or church paths.
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- **Damage** - The cost of repair / replacement of any damage will be charged to the client.
- **Security** - The client is responsible for the security and safety of the hall during their period of use.
- **Cleaning up** - To be undertaken as given below in “start & finish”
- **Facilities** - The following facilities are available to the client:
 - The church hall
 - The “crèche room”
 - The grassed areas adjacent to the hall within the fenced areas
 - The hall kitchen and toilets
 - Tables and chairs within the hall.
 - An emergency but basic First Aid Box in the kitchen
- **Utilities:**
 - Heating - if heating is required then the time needed is to be specified on booking and may be subject to an additional fee. The heating is not to be adjusted by the client.
 - Cooking - If you require the use of the stove it must be specified at the time of booking.
- **Start and Finish:** At the start of the booking period the client is to check and agree the cleanliness of the hall and facilities with the lettings officer. At the finish the following must be checked:
 - Toilets are flushed, tidy and taps off (not dripping)
 - ⊖ Washing up is done and everything put away, kitchen tidy, oven cleaned.
 - Windows, kitchen sky light and external doors are secure
 - Rubbish has been bagged and removed from site (**taken home not placed in church bins**)
 - Emergency Exit and external lights are off
 - Lights within the building are off.
 - Floors been swept.
 - That anything spilt on the floor is cleaned up (do not use any cleaning fluid on the main hall floor - clean up with a damp clothe)

Failure may result in an additional cleaning charge being raised.

Document history

Policy written and implement 15th January 2013

Updated, amended, agreed by PCC 13th January 2015

Letting Form - St John the Baptist, Hey - Church Hall

Client Name.....

Client's contact number(s).....

Date required.....

Times (to include set up / clear up) From..... To..... = hours

Heating * Not required * Required from to.....

Cooker * Not required * Required

Cost Basic booking cost.....
Heating cost.....

Total cost I agree to pay in full in cash prior to the start of the booking time.

I have read and agree to the conditions of booking and have been given a copy of the Hall Letting policy. I undertake to carry a mobile phone when alone on church property

Client Signed..... Print name

Lettings Officer Signed Mr Chris Jones *Client copy*
.....

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Cooker * Not required * Required

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I have read and agree to the conditions of booking and have been given a copy of the Hall Letting policy. I undertake to carry a mobile phone when alone on church property

Client Signed..... Print name

Lettings Officer Signed Mr CD Jones *Church copy*

Receipt number.....

Jan 2015