

# **St Mathew's Church Hall**

## **Terms and Conditions of Use**

A copy of the terms and conditions for booking the Church Hall is available here for information only. Copies of the current terms and conditions will accompany all requests for bookings.

St Matthew's Parochial Church Council (PCC) is pleased to welcome you to use our Church Hall and hope that your event goes well. Along with the church building the Hall is a resource for community groups and we would like you to feel very much at home here. In order that all groups using the building know what is expected of them and all can enjoy the facilities here to the full, we are sure you will understand the need for us to commit everyone to the following conditions of use.

### **1. Regular and Occasional Bookings**

Regular or Occasional Bookings may be accepted from approved organisations but the PCC reserves the right to cancel individual bookings if it is necessary to accommodate key church events. In such cases not less than three months notice would be given. The PCC also reserves the right to cancel a booking if anything is felt to be contrary to the values and ethos of the Church (see condition 24).

Regular users of the Church Hall will be required to complete a booking form one term at a time, booking for the next term can be accepted at any time during the current term.

The organiser must be aged 18 years or over, and will be responsible for ensuring the terms of hire are met.

### **2. Booking Sessions**

The building is normally booked in sessions (morning, afternoon and evening) although bookings for less than this can be permitted at the discretion of the Church Hall Booking Secretary.

### **3. Deposits / Booking Forms**

Provisional bookings may be accepted by telephone or in writing, but no agreement exists until the booking form has been received by the Church Office and Church Hall Booking Secretary, and approved on behalf of the PCC.

St Matthew's Church Hall is run as a separate charity and as such we cannot charge a fee for its hire. We therefore ask people booking the hall to make a donation commensurate with the running costs of the hall. At present this is £7.50 per hour.

Any donation should be returned with the booking form to the Church Hall Booking Secretary via the Church Office. Please indicate whether you require written confirmation of your booking: should you do so, please attach a stamped addressed envelope.

## **4. Cancellations**

Any cancellations must be made no less than one week before the date of the booking.

We reserve the right to cancel any bookings in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the organiser shall be entitled to a refund of any donation.

## **5. Booking Times**

When making your booking please ensure that you have allowed sufficient time for preparation and clearance of equipment from rooms. Any additional costs incurred by extra caretaking will be charged to the organiser. We also reserve the right to charge compensation if other groups are inconvenienced.

## **6. Security / Loss or Damage**

The PCC takes precautions towards the safety and security of the Church buildings; however we cannot accept responsibility for any damage to or theft of personal belongings brought onto the site. Please report any loss or damage to the Church Hall Booking Secretary or caretaker. Drawing pins, sellotape, blu-tac and such materials should not be fixed to walls or woodwork. When moving furniture or equipment around please take care not to damage the walls or flooring. Groups using the hall must accept financial responsibility for any loss or damage caused by their group to the property and equipment, and pay for any breakage.

## **7. Cleaning and Furnishings**

Whilst the PCC is responsible for general cleaning of the building, the caretaker and booking secretary are not responsible for the preparation of rooms for activities, or for clearing up the rooms after use. Groups using the hall are responsible for clearing and sweeping the areas they have used, taking rubbish home with them, and removing all articles and equipment brought onto the premises. Please close any windows that have been opened and turn off all lights before leaving the building. Furnishings should not be taken outside the building or moved from one room to another without permission. Tables should be wiped clean; chairs and tables that have been moved should be returned. Any spillage or stains on carpets upholstery or walls should be mopped with dry cloths to soak up the spillage before any attempt is made to remove; any spillage on the hard floors should be wiped up immediately. We reserve the right to pass on to the organiser any costs for professional cleaning.

## **8. Child Protection**

Guidelines established by the Chester Diocese state that anyone over 18 who has any contact with children or vulnerable adults at St Matthew's Church and Church Hall need to be checked by the Criminal Records Bureau (CRB). Groups using the hall are expected to take their own responsibility for this. Where appropriate we will enclose a copy of St Matthew's child protection policy for information. Please contact the Church Office for any further information.

## **9. Toilet and Kitchen Facilities**

Groups using the hall also have exclusive use of toilet and kitchen facilities. There are supplies of crockery and cutlery, and there are kettles, teapots and urns, which may be used. In addition there are also supplies of Fairly Traded Tea, Coffee and Sugar for your use. Groups are expected to leave all surfaces, sinks and cookers thoroughly clean. The organiser is responsible for ensuring that any use of the catering facilities complies strictly with the Health and Safety Regulations.

Soap, paper towels and toilet paper will all be provided by St Matthew's Church.

Under no circumstances should children under the age of 14 be allowed in the kitchen.

## **10. Emergencies**

In an emergency contact the Church Hall Booking Secretary.

## **11. Fire Precautions**

These premises are leased as an empty and unsupervised facility.

Users will therefore need to complete risk assessments relating to their use of the building, specifically in relation to the activities that they carry out within the building and the provisions that they need to make in the case of the building requiring evacuation due to fire. This should include provisions for vulnerable groups such as children and people with disabilities.

In addition:

- i) All aerosol spray cans must be stored away from possible ignition and heat sources.
- ii) All rubbish should be removed from the building.
- iii) All stored items in store rooms must be kept tidily and kept at least 15cm (6 in.) from the lights or any source of heat.
- iv) Ensure that the electrical supply is not overloaded.
- v) Please be sure to read and observe the fire notices. Please do not obstruct the fire exits in any way.

## **12. Heat Conservation**

In the winter months, the exterior doors and windows of the building must be kept closed, and curtains drawn, to conserve heat.

## **13. Alcohol**

St Matthew's Church Hall is not licensed for the sale of alcohol. Any proposed use of alcohol on the premises must be discussed with the Church Hall Booking Secretary before the booking is accepted.

## **14. Smoking**

Smoking is not permitted anywhere within the Church Hall or its boundaries.

## **15. Noise / Music**

We are situated in a residential area. To minimise inconvenience to our neighbours, any proposed use of loud music will only be allowed at the Church Hall Booking Secretary's discretion. Please make every effort to avoid noise in the car parks and the surrounding area in the evenings.

## **16. Animals**

The organiser shall ensure that no animals (including birds) except guide dogs are brought into the Church Hall, other than for a special event agreed to by the Committee. And no animals whatsoever are to enter the kitchen at any time.

## **17. Parking**

Please use either the Church Car Park to the west of the Church Hall or the public Car Park to the East. We cannot guarantee that the School gate is open. Please do not park on the forecourt, as this will obstruct access by other vehicles to the main entrance and exit of the school. We advise you not to leave valuable items in your vehicle.

## **18. Storage**

The Church Hall has limited storage space. This will normally be allocated to non-commercial groups using the hall on a regular basis.

Groups using the hall must ensure that their property is stored in the area allocated to them. Property is stored at the users own risk, and whilst St Matthew's Church would endeavour to secure the property as best as possible, we will not be liable for any loss or damage to the property. Equipment must not be left in the Church Hall.

## **19. Legislation**

The organiser is responsible for ascertaining and fulfilling any statutory requirements relating to their use of the building, and must adhere to any relevant local or borough council and legal regulations. E.g. Phonographic Performance, Gaming, Betting and Lotteries, Public Safety Compliance, Health and Hygiene, Electrical Appliance Safety, Reporting of Injuries, Diseases and Dangerous Occurrences, Sale of Goods etc.

## **20. Electrical Appliance Safety**

The organiser shall ensure that any electrical appliances brought by their group to the premises and used there shall be safe and in good working order, and used in a safe manner.

## **21. Accidents and Dangerous Occurrences**

Any injury must be recorded in the Accident Book, which is hanging in the kitchen by the first-aid box.

The organiser must report all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the group must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Church Hall Booking Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

## **22. Public Liability Insurance Cover & Indemnity**

The organiser shall effect Public Liability insurance cover for their use of the premises as advised by their Insurer/Agent.

The organiser shall indemnify St Matthew's PCC for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the booking as a result of the booking.

The organiser shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Church Hall. (The Church Hall is insured against any claims arising out of its own negligence).

## **23. Fly Posting**

The organiser shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Church Hall, and shall indemnify St Matthew's PCC accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## **24. St Matthew's Values and Ethos**

St Matthew's Church Hall along with St Matthew's Church is run by the church council and as such seeks to use its buildings in a way that does not conflict with its faith foundation. We will gladly make available to anyone who makes a booking some information about finding out more about the Christian faith and other church activities.

No events of a nature contrary to the Christian faith (e.g. "Halloween" parties, yoga, Reiki, alternative medicines or therapies, non-Christian religious festivals etc.) may be held. The clergy and churchwardens of St Matthew's Church will be arbiters on any question arising on this point. If in doubt, please contact the vicar well in advance.

The PCC reserves the right to refuse an application if it believes the booking may compromise the integrity of its faith values, or create a mixed message. In such cases the Church Hall Booking Secretary will defer the matter to the Vicar and the Churchwardens.

## **25. Terms and Conditions**

In the event of these terms and conditions not being adhered to, the Church Hall Booking Secretary reserves the right to retain the deposit against any expenses incurred. The hirer will then be billed for the amount of the letting. If the room is left in an unsatisfactory condition the Church Hall Booking Secretary may retain the deposit, or part thereof, to facilitate cleaning or repairs.

Finally, if you find any problem with the building or have any suggestions to make about how we may improve the facilities, please speak to a member of staff. We hope that you enjoy your time in the Church Hall.

Please make cheques payable to "St Matthew's Church Hall".

For regular users, the church reserves the right to terminate any contract with 3 months written notice and will request that the user of the hall provides similar written notice to the Church Hall Booking Secretary.

## **26. Key**

A key for the Church Hall is available at the Vicarage and should be collected in advance of the booked time. The Parish Office at the Vicarage is open on Monday and Thursday mornings from 9:00am until 12 noon.

In addition there are several other key holders who may be contacted in an emergency. They are:

- a) Church Wardens
- b) Sunday School Leaders
- c) Brownie Leader
- d) Link Club co-ordinator
- e) Pre-school co-ordinator