



CONDITIONS FOR THE USE OF THE CHURCH PREMISES BY EXTERNAL GROUPS

1. For each proposed use, a booking form must be completed, signed and submitted in advance. Signed completion of the form implies the User's acceptance of those conditions of use.
2. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50. This deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation 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.
3. The specified areas of the church accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church. Where the room(s) booked contain tables and/or chairs owned by the church, these may be used by the User.
4. The car park may be used for car parking only – not games/play.
5. The kitchen may be used by the User *for the preparation of light refreshments only (teas, coffees, biscuits, etc)*. The User must provide his/her own supplies of tea, coffee, etc but the church's cups, mugs, kettle/water boiler in the kitchen may be used. After use, crockery must be washed, dried and put back whence it came.
6. The User must ensure that during the use of the accommodation no person smokes and that no alcohol or illegal substances are supplied or consumed on the premises.
6. Any electrical equipment brought into the premises by the User must be in safe working order and is at the User's risk.
8. No form of *external* advertising of the booking - posters, notices, banners, etc. – may be used on the church premises without the specific prior approval of the church. Publicity about the event may be permitted *inside* the church at the church's discretion, subject to the availability of notice-board space, etc.
9. Nails, pins, staples, tapes, blue/white tack or other fasteners may not be used on walls, ceilings or floors. Any posters, decorations, etc must not be attached in any way that will leave any damage.
10. Use of the church's audio visual equipment and pianos/keyboards is not permitted, except by prior agreement. Requests will be considered on a case by case basis.

11. After the use of the accommodation it must be left in the clean and tidy condition in which it was found, including floors swept, toilets clean and all equipment turned off (eg kitchen and toilet taps and kitchen water boiler. All furniture and equipment must be left in the same position as at the commencement of the hiring. Failure to do so could lead to the user forfeiting all or part of the deposit. The User must ensure that all lights are turned out and all doors and windows properly secured. If the church issues keys to the User to lock up after the booking, they must be returned to the nominated church officer immediately after the end of the booking. Lost or unreturned keys will be charged for by deduction from the deposit.

12. Except in exceptional circumstances which may be approved in advance, the church cannot provide storage space for external users. The User must not leave in the accommodation 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.

13. At the end of the booking, the User must remove all leftover food, drink and waste (including waste food) for disposal elsewhere. The church's external waste bins may not be used.

14. The User must leave the premises by the latest time specified on the booking form and should leave quietly, respecting those living adjacent to the church site.

15. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation. No equipment may be removed from the building.

16. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible. The church reserves the right to ask the User to show evidence of adequate insurance cover before the booking is approved.

17. The User will comply with the provisions of the church's Health and Safety policy (copy attached) and will ensure that all those using the accommodation are aware of the appropriate safety procedures. The User must familiarise him/herself with the building's evacuation procedures and appoint someone responsible for ensuring safe evacuation of the building in the event of fire or other emergencies. The User is responsible for taking reasonable security precautions during the booking. This should include keeping external doors locked (or staffed) and challenging any unknown people found on the premises.

18. Where the premises are to be used by children (ie those under 18) –

- (a) the User must confirm that he/she has a child protection policy and uses the Disclosure and Barring Service (DBS) for checking workers/volunteers
- (b) the activities must be supervised by at least one adult (aged 21 or over)
- (c) the names, addresses and contact details must be supplied to the church in advance of the booking

the User agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'.

19. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.

20. In the case of serious emergency requiring the User to call 999, the full address of the church is **Worcester Park Baptist Church, 2 The Avenue, Worcester Park, Surrey, KT4 7EW**. To summon church personnel in the event of an emergency, please contact one of the following (in this order) –

David Hicks 020 8330 5214 (h)
07956 265136 (m)

Robert Mills 020 8330 5333 (h)
07597 963514 (m)

21. The church is entitled at any time on giving reasonable notice to the User require the User to transfer if possible to alternative or comparable space and accommodation elsewhere within the building. On rare occasions, it may be necessary to cancel a booking in an emergency or if an unforeseen need by the church for accommodation occurs (eg a funeral).

22. The church retains control, possession and management of the accommodation and the user may not exclude authorised church personnel (including contractors) from the premises.

23. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

April 2014

To check availability or if you have any other questions about hiring our premises, please contact David Hicks, Church Treasurer, by email at drhicks@btinternet.com or by phone on 020 8330 5214(h) or 07956 265136(m)