

Guidelines for the use of the church premises relating to personal functions organised by church members

Booking the Premises

Please book the premises through the Administrator using the form below. Let us know after booking if you would like to change or cancel.

Facilities

Please let us know which facilities you would like to use for your function. We request that the car park is used for those arriving by car as there is limited car parking in the street. We will agree with you a designated person to arrange to open and lock up the premises.

During the use of the building be aware that:-

- You may use the kitchen and the equipment in it. Please bring your own tea, coffee, milk and biscuits and any other provisions.
- Unless you have keys to the offices, there is no telephone available, so it is advisable to bring a mobile phone for emergencies.
- The piano may be used for playing but not for "playing about on".
- Please check with the Administrator in the first instance about using the church's media equipment. It should be possible if someone who knows how to use it is present.

Purpose of use

We reserve the right to refuse use of the premises. In particular we will not allow use for activities deemed by the Church Membership to be in any way contrary to the principles of the Christian Faith, for which the Church stands. For example, gambling, events involving certain alternative medicines or therapies, spiritualist activities, fortune telling and the use of mediums.

Public Entertainment Licence

You can only use the church for a private function as the church does not hold a Public Entertainment Licence, Singing and Dancing Licence or Theatre Licence.

Payment

We don't charge our own members for using the building, but please consider putting something into the offering cover the cost of heating and lighting.

Health and Safety

We would ask that activities are carefully supervised, especially those involving children. Please ensure adequate adult /child ratios to ensure safety at all times.

We have a Safeguarding Policy and you as a church member have a responsibility to comply with it whilst running a function on the premises. Please consult with Janet Rhea or Mick Warner if you are in any doubt.

Fire

Please take time to note the location of all fire exits, fire extinguishers and first aid kit and to bring them to the attention of those attending on the day. Please take care not to obstruct fire exits or to wedge open fire doors. **Smoking is not allowed anywhere on the premises.**

Maximum Number of persons

For safety reasons please do not allow the total number of people exceed 40 when using the schoolroom or 40 in the upstairs hall.

Conduct

Please ensure that orderly and appropriate conduct is maintained at all times both inside and outside the building. Noise levels should not be excessive and consideration given to local residents at all times. With the exception of assistance dogs, animals are not allowed in the building.

Alcoholic Drinks

Please note that it is our policy that no alcoholic drinks are served or brought onto the premises. This applies to private functions too.

Insurance

As a church member organising a function on the church premises, you are covered by our church insurance but **a responsible church member must be on the premises the whole time the function is on.**

Property damage

We would ask that any damage is reported to the Administrator or Tony Storer as soon as possible. The church will not be responsible for any loss or damage to personal property whilst on the premises.

After your function please:-

- Leave the rooms clean and tidy: the vacuum cleaner is located in the cupboard in the disabled toilet.
- Replace any furniture that has been moved.
- Wash up, dry up, and put away kitchen crockery and cutlery used.
- Remember to turn off lights, check windows are closed and locked, the front door is locked and back door pulled shut when leaving and the alarm set.

March 2019

BOOKING FORM FOR CHURCH PREMISES (CHURCH MEMBERS)

1. CONTACT DETAILS:			
Name:			
Address:			
.....			
Telephone number:			
E-mail address:			
2. ROOM BOOKING DETAILS:			
What for?.....			
Date required:.....			
.....			
Start time: End time:			
Room required: (tick as appropriate)			
Downstairs lounge	<input type="checkbox"/>	Maximum capacity – 40	
Upstairs hall	<input type="checkbox"/>	Maximum capacity – 40	
Church	<input type="checkbox"/>	Maximum capacity - 150	
Kitchen	<input type="checkbox"/>	Prayer Room	<input type="checkbox"/> up to 6
<i>Equipment:</i> (tick as appropriate)			
PowerPoint with own laptop	<input type="checkbox"/>	PowerPoint (for use in church only)	<input type="checkbox"/>
Television/Video	<input type="checkbox"/>	Public address system (for use in church only)	<input type="checkbox"/>