

## **Policy for the use of church buildings by community organisations**

### **Introduction**

Our mission statement of “Helping people follow Jesus and serving the community in Jesus’ name” includes those we meet where we live, work or spend our leisure time. Apart from the events we put on to engage with the community, we also want to encourage community groups to use the premises.

### **Purpose and Criteria for use**

Generally, our main criterion for use is for groups or organisations that are “serving the community”. However, we reserve the right to refuse use of the premises. We will not allow use of the building 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.

Each application will be discussed by the leadership team. If the organisation is considered to meet the criteria it shall be brought to the Church Meeting for their approval.

### **Procedures**

Any requests for bookings should in the first instance be referred to the church administrator. Application forms and conditions of use of the buildings are sent out by her/him. Bookings can be for occasional use or regular bookings. The administrator will find a keyholder who is available for any dates booked: to unlock, turn off the alarm, and familiarise the group with the facilities, then return and set the alarm and lock up. (This may not be the same person for both procedures as it will depend on the keyholder's availability).

The community organisation must ensure that they have adequate insurance to cover their activities as they will not be covered by our church insurance.

A charging policy will not be adopted at present, but a donation will be welcomed if groups can afford to give something towards the cost of heating and electricity.

All groups will be subject to review on an annual basis, before the church administrator takes bookings again, to ensure that we are still comfortable with the way things are going on both sides.

Adopted: at 11<sup>th</sup> July 2017 church meeting

(Date adopted added 17<sup>th</sup> April 2019)