WALSGRAVE BAPTIST CHURCH

Room Hire Agreement

TERMS and CONDITIONS OF USE

All rooms to be booked through the Church Office Administrator:
Hannah McGough, info@wbchurch.co.uk Tel 02476 612565

Room Use

1. No religious use without agreement of Church Leaders.
2. The hirer is permitted use of only the room(s) detailed on their booking form.
3. The facilities must be left clean and tidy. Sweeping brushes are available in the storeroom off the Hall. Chairs must not be dragged across the Hall floor – there is a 'chair trolley' in the Store Room. To clean the Hall floor, use a soft brush and a damp cloth if needed – no detergents or cleaning fluids should be used. All rubbish must be put into bags and placed in the refuse bin outside the front of the church, or taken home if the bin is full. DO NOT leave sacks of rubbish beside the bin. Please do not put more than 3 bin-bags in the outside bin, as we have lots of groups during the week using the same bin. Any extra rubbish must go home with hirers.
4. All furniture moved must be returned to its original place.
5. No equipment is allowed to be taken off the premises.
6. All damages and breakages must be paid for.
7. The kitchen is provided for the preparation of food only and is covered by the Food Standards Agency regulations. The preparation of food is at the hirer's own risk and the hirer is responsible for ensuring applicable Hygiene and Environmental Health regulations are adhered to.
8. The washing of hands in the kitchen must only be in the small hand basin. Outside the kitchen the washing of hands must take place in the hand basins located inside the toilet areas. Cleaning of any non-food related equipment should be carried out in the sink in the cleaning cupboard opposite the kitchen door.

Conduct

1. Persons under 18 shall not use the rooms without a responsible adult being present.
2. The hirer is responsible for the persons present. If individuals under 18 years of age will be present, the hirer is responsible for ensuring they comply with current legislation regarding the Safeguarding of children and young or vulnerable people. The hirer is responsible for ensuring those working in a professional capacity with children as a part of their booking also comply with the Children Act and have a current DBS check.
3. No smoking, alcohol, illicit drugs or gambling on the premises.
4. Unless the entire building has been hired together, hirers do not have exclusive access to the car park. We have limited parking spaces and these need to be shared between all hirers.
5. Hirers can park on the road in front of the church after 9.00am Monday-Friday and at any time on weekends, but must be considerate of the neighbours and not block access to private residences. Hirers should note that as there is a 40 mph speed limit, lights should be left on cars when parked in the road after dusk.

6. Consideration must be given to neighbouring properties by keeping noise to a minimum at all times, particularly outside the building when exiting in the evening.

Health and Safety

1. All minor accidents must be recorded in the first aid book, found in the first aid box in the kitchen.
2. Serious accidents must be reported to the Health and Safety Officer so that Form F2508 can be completed within 3 days of the accident as required by the Health and Safety at Work Act 1974.
3. In the store room off the Hall, chairs should be stacked no more than 10 high and in the sanctuary not more 6 high.
4. The hirer is responsible for ensuring any current government guidelines are followed regarding health and hygiene to prevent the spread of viruses, such as hand-washing, social distancing and the wearing of masks. Hirers are expected to sanitise surfaces and contact points after use to protect other users of the church building.

Liabilities

1. The church accepts no liability to persons booking or using the rooms or in the use of any equipment provided.
2. The church accepts no liability for any equipment brought onto or left on the premises or car park including motor vehicles, the contents of motor vehicles and bikes.
3. Nothing in this document constitutes a lease or a licence.
4. Hirers must have their own Public Liability Insurance Policy and provide a copy of this for the Church Office to keep on file.
5. The church reserves the right of access to all rooms at all times.

Security

1. Arrangements for keys must be made with the Church Office Administrator.
2. Where new regular bookings are being made, there will be a key deposit charge of £25. This will be refunded once the regular booking ends and the keys are returned.
3. Once those coming to your organisation/event are in the building, please ensure that all outside doors are locked from the inside and remain so till you leave.
4. Check that all entrance doors are securely locked, including the fire doors in the hall and lounge, ensure windows are closed and lights and heaters switched off before you leave.

Administration

1. Please inform the Church Office Administrator if the contact person for the booking changes.
2. The period of hire includes the time taken to set up and clear away before and after your event. Hirers must vacate the building strictly at the time stated on their Room Hire Agreement Form.
3. Bookings will be made provisionally on request, an invoice will be sent to the hirer to be paid the same week and the booking will be confirmed once the payment has been made.
4. Changes or cancellations to bookings must be discussed with the Church Office Administrator as early as possible. We regret that we cannot make refunds for cancellations where less than four weeks' notice has been given, as we cannot make the room available to others to book in time.
5. A refundable deposit of £80 will be requested for private bookings to cover extra cleaning costs, loss of keys or damage resulting from the booking. This will be returned once an inspection has been made and no damage etc. reported.