

SALISBURY METHODIST CHURCH

Registered Charity No. 1128567 Website: www.salisburymethodist.org.uk

TERMS AND CONDITIONS OF USE OF THE PREMISES

OCTOBER 2011

These 'Terms and Conditions of Use of the Premises' are based in part on legal and insurance requirements, but also on "best practices" for the responsible care and use of the premises.

All users should comply with these terms, and, in default SMC reserves the right to terminate any hiring/booking and/or make supplementary charges. SMC also reserves the right not to accept bookings where activities are incompatible with its mission and values.

HEALTH & SAFETY

1. All group or meeting leaders should be aware of their responsibilities for the safety of their group and be familiar with or prepare their own risk assessment. A risk assessment can be a helpful approach to contingency planning by raising awareness of potential dangers and identifying what to do should they occur. Such an assessment is particularly appropriate for larger groups, for children's activities, when the frail or those with special needs are present, when more than one room is being used, and when the layout of premises is not familiar to those present.

2. Groups leaders or their appointed stewards should be familiar with the location of emergency exits, of the emergency procedures and actions to be taken in the event of a fire (details are given in each room). Emergency exits and passageways must be kept clear. Regular users are recommended to undertake periodic Fire Drills. An information leaflet on Emergency Exits, Fire equipment etc is available from the Church Office. A telephone for emergency use is located near the downstairs Kitchen door.

3. Groups or organisations using the premises are responsible for organising their activities to minimise the possibility of damage or breakages to the property and equipment. Any such damage, deficiencies or faults to property found should be reported promptly to the SMC Church Office and recorded in the INCIDENT BOOK, which is located outside the Kitchen door.

4. Group Leaders are responsible for ensuring that there is adequate first aid cover for the activities of their group. Basic first aid kits are located in the cupboard at the end of the corridor and in the cupboard on the landing. For those involved in food preparation only a dedicated kit is located in the kitchen. All injuries to individuals should be recorded in the ACCIDENT BOOK located outside the Kitchen door.

5. All activities should be appropriate to the surroundings and youth activities and games must be supervised at all times. Group leaders should ensure that activities do not disturb other users of the premises. Audience seating is not permitted in the Sanctuary Gallery. Additional restrictions and conditions apply to overnight sleep-ins and Disco (or similar) events.

6. The Church's insurance and safeguarding policies require that a record is kept of all those who hold or borrow a key to the church premises. They are therefore required to sign a "Safeguarding Form D" and to agree that they will not lend a key to anyone who has not completed such a form. Group leaders need to take this into consideration when planning any rota for the supervision of their group's activities.

7. Work undertaken on the premises by Contractors should be booked as for normal use of the premises. (The Property Team usually oversees the arrangements to ensure that health and safety, insurance, and risk assessment procedures are followed.)

SMOKING POLICY

8. There is a no smoking policy on the premises to include the front of the building and rear car park. Group leaders or their appointed stewards should ensure that their group are informed that this is the case.

INSURANCE

9. The Church's insurance policy does not cover the activities of outside groups who use the premises on a regular basis (more than 2 or 3 times a year). These groups are required to have their own insurance policies and to complete the Multiple Bookings insurance declaration on the Application Form. However, 'occasional' users of the premises (less than 3 times a year) may be covered by the church's policy. Exceptionally, a group without this insurance cover may apply to SMC to be added to the church's policy for an extra charge.

10. We regret that SMC cannot be held responsible for any personal belongings or other items brought on to the premises.

CARE AND SECURITY OF THE PREMISES

11. SMC does not employ a caretaker and therefore applicants should note or advise their colleagues (eg. group tutors and leaders) that they are responsible for setting up and replacing after use any equipment required (such as tables and chairs), and leaving the premises clean and tidy. A charge may be made should it be necessary for rooms to be cleaned or tidied after an event. When leaving the premises at the end of your event please ensure that the lights and water taps are turned off, toilets flushed and clean, and all windows and doors are shut and secure.

12. The premises are open to the public for the purchase of refreshments in the Welcome Area between 10.00 a.m. and 12.00 noon, Monday - Saturday. Room users on the premises after 12.00 noon are responsible for their own security and ensuring that the premises are secured upon departure (details of arrangements will be given on the day by the Administrator or a church volunteer). At least one member of a group should be on the premises for the duration of the room booking to ensure adequate security and access - this is particularly important if the premises are used over a lunch time.

13. All users of the premises are asked to take away with them any unwanted items left following their event: see also paragraph 20 below relating to 'Storage'. The bins in the rooms are for paper; please do not leave any food or drink remnants in them. Normal rubbish bins are located outside, at the rear of the building next to the Boiler Room.

14. 'Fly posting' and pinning or sticking (including BluTacking) material onto any walls or doors is not permitted. Notices/posters should not be displayed outside the church without authorisation from the Administrator. (Publicity guidelines for the use of all notice boards are displayed in the North Corridor.)

THE MAIN ENTRANCE, BIKES, AND PARKING

15. The principal entrance to the premises is via the front doors in St Edmund's Church Street. Access via the rear doors is intended for keyholders only. Please ensure that group members do not bring their bikes inside the building for safekeeping. A bike rack is provided at the front of the building.

16. Car Parking is NOT generally available at the premises One space may be allocated (especially for loading/unloading) for each group hiring the premises, but arrangements will need to be made with the Administrator and a parking permit will normally be issued. The Administrator may make

specific arrangements for parking by disabled users (badge holders usually find it easier to park on the yellow lines at the front of the church), contractors and for other events. Parking overnight is not permitted except by specific arrangement with the Administrator.

KITCHEN FACILITIES

17. The Kitchen is for the use of those actively engaged in the preparation and serving of food or beverages and clearing/cleaning afterwards and should not - for health and safety reasons - be used as a place for congregating or consuming refreshments. Occasionally, it may be necessary for the kitchen or coffee bar to be shared with other users.

a) Users of the Sanctuary, Hall and Room 1 may use the Welcome Area Coffee Bar and or Kitchen. Room 1 users should consume their drinks and refreshments in that room.

b) Users of the rooms upstairs may use the Landing Coffee Bar and Kitchenette.

Children are not allowed in the kitchen areas, unless undertaking a specific activity and supervised.

18. A specific request for the use of the Kitchen, utensils and crockery should be made if the catering facilities are required for the preparation and cooking of food. A competent, trained or authorised person should be in attendance to ensure healthy and safe practices in the Kitchen. The leader should ensure that the Kitchen is cleaned and cleared after use and it is appreciated if rubbish is taken away from the premises.

ALCOHOL, RAFFLES AND GAMES OF CHANCE

19. Under our constitution, the supply, sale or use of alcoholic beverages is not permitted on any part of the premises. Small raffles and certain games of chance may take place only with prior agreement (as permitted under Standing Order 924 of the Methodist Church) and providing that there are no prizes of cash or of alcoholic beverages. Also, smoking and the bringing of any animals (except care dogs accompanying a disabled person) are not permitted on any part of the premises.

STORAGE

20. Storage for hirer's property normally cannot be provided. However, by prior agreement with the Administrator and at the hirer's own risk, it may be possible for equipment etc used for consecutive meetings to be left overnight in a room. Likewise for SMC users, there is no storage other than in the allocated cupboards and areas.

21. The Officers of SMC may enter any room whilst it is in use in order to check that these terms and conditions are being observed.

CANCELLATION POLICY

Bookings cancelled 10 working days before the event may be charged at 20% of the total charges; 50% for those within two working days, and a full charge will be asked if no cancellation has been received in the Office by the day of the event.

Thank you for your co-operation and we hope that you enjoy the use of our premises.

Salisbury Methodist Church