

Tilehouse Street Baptist Church
Building Letting Terms & Conditions

Rules:

1. New bookings and changes to existing bookings should be advised at least six weeks in advance.
2. Where there is a regular booking and building/ rooms are not required on a particular date, please give two weeks' notice.
3. Payment is due at the commencement of the booking.
4. Notice of termination will be one month either way.
5. The Church must have priority access to any room, but we shall give as much notice as possible if changes are required.
6. No smoking or alcoholic drinks are permitted in any room.
7. Car parking should be around the boundaries - the fire doors and central area are to be kept clear for emergency access.
8. Notices must not be put up without permission.
9. The grand piano must not be moved without permission.
10. Users MUST bag and take away rubbish (other than trivial items).

Access:

1. On acceptance of the terms and conditions outlined, a key to the building will be issued to a Responsible Key holder against a signature.
2. Keys must not be duplicated.
3. The Key holder will be responsible for opening and closing the building at the beginning and end of each session.
4. The Key holder will be responsible for ensuring that, at the end of each session, all lights are switched off, taps are turned off, all rooms are left tidy and clean, all internal doors, windows and in particular toilet windows are closed and external doors are locked (unless another organisation is using other rooms).
5. The buildings should be vacated by 10.00pm.
6. If these letting conditions are not met in any way, the key will be withdrawn and the booking cancelled.

Insurance:

1. Church insurance only covers bodily injury as a result of a defect on the premises or equipment when negligence can be proved. The lettings officer should be advised of any injuries immediately.
2. Our Insurers have advised us that when Church premises are lent, let, sub-let or leased to "outside" organisations whose activities are not directly under the control of the Church Diaconate then the organisers or leaders of such organisations are required to arrange liability insurance for a minimum of £5 million with their own insurers in respect of their legal responsibilities in connection therewith.
3. You acknowledge that it is your responsibility to indemnify the Church, including against claims arising from third parties, by providing a copy of your current certificate of insurance and future renewals.

Children under the age of 18 and Adults at Risk:

1. The Church is committed to following the guidelines and procedures published by the Baptist Union of Great Britain in its publication *Model Safeguarding Policy and Procedures* created in November 2017.
2. All who work with children and adults at risk must have a safeguarding policy and procedures in place as required by the latest government legislation.
3. As evidence of this the Church is entitled to see the hirer’s policy and procedures documents.
4. The Church does not ensure that those who work with children and adults at risk are implementing the policy properly but if it came to light that children or adults at risk were being put at risk, serious consideration will be given by the Church to terminate the rental agreement.
5. If a group is registered with Ofsted, then the Church is entitled to see the Ofsted registration.

Health & Safety:

The Church has a Health & Safety Policy. A full copy can be found on our web site. In order for this to be effective it will be a condition of the letting that everyone who uses the premises makes themselves familiar with its contents and adheres to it. You will see that section 4 applies to you. A copy is enclosed and you may photocopy it. Please ensure that all members of your group have access to the policy.

Fire Safety:

Each organisation using the premises shall establish their own procedure to ensure that the alarm is raised and all persons safely evacuated. Please notify other hall & church users if safe to do so. (A schedule of hirers can be found on the noticeboards in the Church Foyer and both entrances to the Memorial Halls.

Problems:

1. Any minor repairs that are needed (e.g. new light bulbs. etc.) should be reported to the office (01462 456765) at a convenient time.
2. In case of emergency (e.g. flooded toilets etc.) please contact the office (tel. 01462 456765) in the first instance or failing that Sam Hallas, the Fabric Secretary (tel. 01462 623174).

Name of Organisation:

Name of person holding key.....

Address:

.....

Telephone:.....E-mail:.....

I agree to the letting terms and conditions outlined above and acknowledge receipt of a key to the building.

Signed: Date: