**CHURCH OF ST COLUMBA, CROSSPOOL, SHEFFIELD**

**Conditions of Hire and Use of the Church Premises**

The Church Hall and its adjacent facilities represent a parish resource, which is available to be widely used and enjoyed. However, the Parochial Church Council (PCC) wishes to see this resource preserved in good condition for the long-term benefit and enjoyment of all who may wish to use it. To this end, it is necessary to require all users to observe certain conditions of hire and use. These are set out below, and it should be noted that where the Minister and/or Church Wardens are required to make a decision or to give or refuse permission, they will do so on behalf of, and with the full support and authority of, the PCC.

SMOKING AND ALCOHOL: 1. Smoking is not permitted anywhere in the building, including the toilets and entrance porch, nor is the consumption of alcoholic drinks without the prior permission of the Minister and Church Wardens. The sale of alcoholic drinks is not permitted under any circumstances.

PROHIBITED USES: 2. The premises cannot be used for the following activities:

1. meetings of fundraising events for party political purposes;
2. betting or gambling;
3. religious meetings not previously approved by the Minister or Church Wardens;
4. profit-making ventures by commercial concerns;
5. any activity which is likely to cause nuisance or offence to Church members or to the occupants of neighbouring property.

In cases of doubt, the Minister or Church Wardens will determine whether or not a particular activity is permissible and their decision will be final.

RESTRICTIONS AND

LIMITATIONS ON USE: 3. The foyer may only be used for purposes appropriate to a carpeted and well-furnished entrance to a Church. Wherever possible, prams and pushchairs are to be left in the entrance porch. In cases of doubt, the Church Wardens will be pleased to discuss with hirers any proposed uses of the foyer.

4. Young people under the age of 12 are only permitted in the kitchen whilst under the strict supervision of an adult.

5. The premises may only be occupied during the specific time for which they have been hired unless prior arrangement has been made.

6. The accommodation of the Church Hall is limited to 160 people standing or 110 people seated, and these numbers must not be exceeded.

7. Flags, emblems, streamers, advertisements, etc must not be displayed inside or outside the premises without the prior permission of the Minister or Church Wardens.

Likewise temporary structures, whether inside or outside the premises, require the prior consent of the Minister or Church Wardens.

SAFEGUARDING POLICY: 8. Organisations, other than those under the direct control of the PCC, using the premises on a regular basis to provide activities for children and young people under the age of 18, must provide the Minister or Church Wardens with a copy of their Safeguarding Policy & Procedures and of any amendments thereto.

INSURANCE: 9. Organisations, other than those under the direct control of the PCC, using the premises on a regular basis must provide the Minister or Church Wardens with a copy of a valid insurance policy.

 10. One-off private events such as children’s birthday parties are covered by the Church’s insurance policy.

RISK ASSESSMENT: 11. Organisations, other than those under the direct control of the PCC, using the premises on a regular basis must provide the Minister or Church Wardens with a copy of a current risk assessment.

MARKET-TYPE EVENTS: 12. In order to ensure that Local Authority regulations are observed, the written permission of the Church Wardens must be obtained before any events is planned at which goods are offered for sale. There is a restriction on the number of such events that can be held on church premises in any one year, and in the case of certain events, it will be necessary to obtain a licence from the Local Authority.

STORAGE: 13. No items may be stored on the premises for an extended period without prior agreement of the Minister or Church Wardens. An additional charge may be levied for any such items. Items that are stored on the premises must be stored in such a manner as to minimise any risk to personal safety.

SUB-LETTING: 14. Sub-letting is not permitted.

RIGHT OF ACCESS: 15. The Minister, Church Wardens and Church staff have the right of access to all parts of the building at all times, including access to all storage areas and stage lighting controls. The Minister, Church Wardens and Church staff have authority to terminate immediately any activity within the premises which contravenes “Prohibited Uses” above or which is not being conducted in an acceptable manner.

16. During occasions of public worship, the hall user may be asked to:

* alter the start or finishing time of their activity;
* use an alternative part of the building;
* reschedule their activity to another day or time.

SAFETY: 17. No additional lights or extensions from the light fittings are to be used, nor must any electrical wiring be installed without prior permission of the Church Wardens.

18. No illumination other than electric light is to be used in any part of the premises and no liquid gas cylinders, explosive or highly flammable substances are to be brought on to the premises. (In an emergency, such as a power cut or failure, the Church Wardens will make such alternative arrangements for lighting and heating as are possible).

19. Care must be taken to ensure that all scenery, curtains, drapes, artificial floral decorations or similar items are fire-proofed where appropriate and generally do not present an unnecessary fire hazard.

20. Exits, corridors and stairways must not be blocked by tables, chairs or other obstructions, which could hamper the evacuation of the premises in an emergency.

21. During any period when public performances of a dramatic or theatrical nature are taking place, or during the preparation or rehearsal thereof, unless otherwise agreed with the Minister or Church Wardens, the hall must be cleared before leaving. This is to ensure that other hirers can use the hall safely and unhindered outside the times of those public performances or rehearsals.

22. Fire extinguishers must not be removed or tampered with, and all users must familiarise themselves with the location, type and operation of the extinguishers.

ACCIDENTS: 23. In the event of any personal injury occurring as a result of an accident, details must be recorded in the Accident Book located in the kitchen.

FOOD PREPARATION: 24. The preparation of food stuffs must be confined to the kitchen and prior to its preparation, all surfaces likely to come into contact with the food stuffs must be washed and disinfected.

LIABILITY FOR LOSS OR

DAMAGE: 25. The repair or replacement of any damage to the premises or contents or to neighbouring property will be arranged by the Church Wardens but must be paid for in full by the hirer.

 26. The Church cannot accept any responsibility for theft, loss or damage to any property brought onto or stored at the premises by the hirer.

 27. The owners of the external storage facility located at the rear of the Church building are required to ensure that it is maintained in a safe condition and that they possess adequate public liability insurance cover for the facility. The Church cannot accept any responsibility for the safety, maintenance or security of this external storage facility. A copy of the current certificate of public liability insurance is to be lodged annually with the Church Wardens.

CARE OF THE PREMISES AND

FURNISHINGS: 28. Nothing can be pinned, glued, taped or otherwise attached to any part of the interior of the premises other than to the notice boards.

 29. No fixtures, fittings or furnishings within the premises are to be dismantled or removed, nor must any nails, screws, bolts, pins or other objects be driven into any part of the premises without the prior permission of the Church Wardens.

 30. Hirers are expected to treat the premises with care and respect and to make every effort to ensure that no damage is caused. Should any damage occur, however, the hirer is required to report it to the Minister or Church Wardens.

 31. The chairs in the Worship Area and in the foyer must not be moved into the hall or anywhere else within the premises.

VACATING THE PREMISES: 32. Any property, including scenery, brought onto the premises must be removed immediately after the end of the hire period, or in the case of theatrical hire groups, within two weeks of the end of a production, unless other arrangements have previously been made with the Minister or Church Wardens.

33. The premises must be left in a clean and tidy condition at the end of the hire period. Folding tables are to be stored in the cupboard in the hall, and the stacking chairs are to be stacked in the corner of the hall immediately in front of the stage access stairs.

CHARGES FOR HIRE: 34. The charges for the hire of the premises and the times for payment will be agreed: (a) in the case of church organisations and other regular users, with the Treasurer; (b) in other cases, with the Minister or the Church Wardens;

 and will be in accordance with the rates approved from time to time by the PCC.

 All hire charges must be paid promptly, and in the case of one-off hires, before the date of hire. In the event of cancellation, the PCC will retain 10% of the charge as a handling fee.

FAILURE TO OBSERVE

CONDITIONS OF HIRE: 35. The Minister and Church Wardens have the authority to terminate existing hire arrangements in respect of any organisation or individual hirer that, on their opinion, is contravening these conditions of hire.

VARYING TERMS AND

CONDITIONS: 36. The Minister and Church Wardens reserve the right to terminate any existing hire agreement by giving three months notice in writing.

 37. The PCC reserves the right to amend these terms and conditions. Such amendments will be notified to hirers in writing.

The terms and conditions of hire are noted and accepted

On behalf of ……………………………………………………………………….

Signed ………………………………………………………………………………..

Position held ……………………………………………………………………..

Date ………………………………………………………………………………….