

TERMS AND CONDITIONS FOR USE OF PREMISES

(August 2015)

**One copy to be signed and returned to the Bookings Steward:
Mrs Barbara Macrae, 36 Chazey Rd, Caversham, Reading, RG4 7DS Tel: 0118 947 0040**

The use of the Church Premises is administered and sanctioned by the Church Property Committee through its delegated members, acting on behalf of the Church Council (The Managing Trustees). Before confirming a booking for a room or the church you must read these conditions for the use of Methodist premises, and inform the Booking Steward of the nature of the activities which you are planning. Bookings and hire fees are agreed in advance with the appropriate member of the Property Committee. Two copies of the 'Booking Acceptance Form/Invoice' together with two copies of a 'Safeguarding Users' Declaration form' are attached, one of each is for your retention, **the other copies to be signed and returned to the Bookings Steward (address at the top of this form)**. Also attached is one copy of the Home Office Code of Practice 'Safe from Harm Guidelines' for you to keep.

Bookings are accepted on the following conditions:

1. The Managing Trustees reserve the right to cancel a booking, in exceptional circumstances, giving as much notice as possible to the user.
2. Hire fees become payable to the Managing Trustees immediately on presentation of the 'Booking Acceptance Form/Invoice' and bookings are only confirmed when payment has been received. Acceptable methods of payment are shown on the 'Booking Acceptance Form/Invoice'
3. The premises must be left in a clean and tidy condition and chairs etc returned to their designated location. **All tables used to be properly cleaned. (See note below regarding the disposal of rubbish)**. Damage to church property and facilities, and any breakages or losses, should be reported and must be paid for in full.
4. The Managing Trustees are responsible for lighting and heating.
5. Users are required to arrange their own insurance and to indemnify the Managing Trustees against all claims of whatsoever nature arising from the use of the premises made by any person by reason of or arising directly or indirectly from the use of the premises. **Please supply us with a copy of your insurance. PLEASE NOTE this does not apply to 'one off bookings'**.
6. The Managing Trustees and their various invitees shall have use of and access to the cloakroom facilities, passageways and all other parts of the premises not explicitly specified in the 'Booking Acceptance Form/Invoice'.
7. Alcohol must not be brought on to the premises for any purpose whatever.
8. **Gambling on Methodist Church premises is forbidden** but raffles etc are permitted within the following guidelines:
 - a. Gambling activity must be only incidental to the main event (bazaar etc). An event like a Bingo night is not permitted.
 - b. Sales of tickets or chances must be at the event only and the winners of prizes must be announced at the event.
 - c. The only expenses that can be deducted are those of printing tickets and buying prizes.
 - d. There is no restriction on the kind of games that can be played except that of propriety.
 - e. Gaming machines or 'amusements with prizes' machines are not permitted.
 - f. The main restriction is the desirability of the prizes is as follows: The value of any one prize on offer must not exceed £50. Prizes must be in kind and not in cash. Prizes must not be alcoholic beverages.
9. No smoking is allowed anywhere on the premises.
10. Fire regulations must be observed by all users at all times.
11. Meetings for political purposes are prohibited.
12. The Methodist Church, in response to the Children Act (1989) has its own guidelines 'Safeguarding Children and Young People', a copy of which can be borrowed from the Booking Steward or the Youth Co-ordinator or found on the side vestibule notice board. **The Home Office Code of Practice 'Safe from Harm Guidelines'** is on display in the side vestibule of the church, and attached to these Terms and Conditions, which the user hereby undertakes to follow in relation to any activity with children and young

people under the age of 16 years. **The user is responsible for making him/herself familiar with its contents before signing below.**

13. Caversham Heights Church Council, in response to the above document, has adopted the following policy statement:

As the people of Caversham Heights Methodist Church we are concerned with the wholeness of each individual within God's purpose. We seek to safeguard all users of these premises and all members of the church community of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.

14. **SOUND SYSTEM:** Written application must be made at least one month in advance for any use of the Sound System and organ and for changes to the platform / sanctuary area. These items can only be used or moved with the specific approval of a member of the Property Committee.

15. **PARKING OF CARS** – please observe the road signs and **park sensitively on Highmoor Road, keeping completely clear of private entrances. NO PARKING AT ALL** is desirable outside the Church on the Woodcote Road as this obscures the view of drivers leaving Highmoor Road. **Only those who are unable to walk far, or need wheel chair access are permitted to park adjacent to the hall doors. PLEASE PARK CONSIDERATELY leaving the designated spaces for those with blue parking badges and leave the two hatched areas to the back car park (next to the Manse) free so the Minister can get in and out from the garage behind the Manse. It is the responsibility of the person booking the hall to see that these requests are adhered to.**

16 **PIANOS AND ORGAN** - The baby grand in the church must not be moved without express permission and then only with great care with regard to both the instrument and the floor. The piano in the main hall should not be moved as this can affect the tuning. If special tuning of any instrument is required, at least 4 weeks notice must be given and the full costs will be payable by the user in advance.

If you are not a key holder, please telephone Ken or Barbara Macrae (in advance – minimum of 48 hours notice required) on (0118) 947 0040 or, as a last resort, Janet Offord (0118) 947 0903 to make the necessary arrangements to gain access.

IT IS IMPORTANT THAT SOMEONE IN YOUR GROUP IS MADE RESPONSIBLE FOR THE FOLLOWING:

- All chairs are put back in their correct positions
- The rooms/kitchens/cloakrooms/Church are left in a clean and tidy condition
- All internal doors and windows are closed
- The kitchen door is pulled firmly shut
- All lights turned off
- All outdoors are firmly shut
- ALL RUBBISH resulting from the booking should be removed from the premises and taken away. **PLEASE** do not use the Church recycling or rubbish bins.

Barbara Macrae
Managing Trustee & Booking Steward

Peter H Boardley
Managing Trustee & Church Treasurer

Please sign the form below and return one copy of this document to Barbara Macrae (address overleaf)

I hereby agree to all the above Terms and Conditions

Signed.....Please print name.....

Position.....Organisation.....

Date.....