

SALISBURY METHODIST CHURCH

TERMS AND CONDITIONS OF USE OF THE PREMISES

These 'Terms and Conditions of Use of the Premises' are applicable in general to all who use these premises: they are based in part on legal and insurance requirements but also on "best practices" for the responsible care and use of the premises. However, some of the conditions below are specifically applicable to the groups and members of Salisbury Methodist Church (SMC) that use 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.

The use and hiring of any part of the premises, facilities and equipment is managed and monitored by the Accommodation Team Leader and Administrator. Applications for any use of the premises, facilities and equipment should be addressed to the Administrator. Booking forms are available in the leaflet racks by the Vestry in the North Corridor and by the Church Office on the first floor. Completed and signed applications should be returned to the Administrator.

"A Guide for Booking our Premises etc for Meetings, Concerts and other events" is available from the Church Office. It includes the layout of the rooms on the premises, facilities available and the room hiring rates and other charges.

BOOKING

1. Application for the use of any part of the premises, facilities and equipment should be made in advance. Provisional bookings (to be confirmed within one month) may be made in writing, by email, telephone or by visiting the Church Office. All multiple bookings can only be accepted over a finite and specified period (eg. a school term). One of three application forms is required for all bookings as follows: these are colour coded for administrative convenience.

- The **Green Form**:
- a) All groups, organisations and persons who are not specifically within the organisations at SMC and who are hiring the premises.
 - b) All groups, organisations and persons using the premises when a donation in lieu of charges may be appropriate (including for some SMC events).
- The **Pink Form A**.
- a) All multiple or regular bookings by SMC groups.
 - b) When there is a change of Applicant or circumstances (eg leadership) within an SMC group.
- The **White Form B**.
- a) SMC groups booking single events (eg a Team/committee meeting).
 - b) Cancellation of SMC bookings.

2. Rooms are allocated for use for a 'session'. Each 'session' is for up to four hours; normally, a morning, an afternoon or an evening. Confirmation of bookings will be given; it may also advise the applicant of any specific conditions that might be applicable. No assumptions should be made regarding the acceptability of an application until confirmation has been received.

3. The Administrator should be notified also of any cancellation or changes to bookings. A cancellation policy has been introduced to cover the potential loss of income; hirers may be charged for cancellations at short notice as shown in the 'Guide for Booking our Premises' leaflet.

4. See the SMC Leaflet "A Guide for Booking our premises" for details of the other facilities and equipment that are available. Requests for the use of the audio equipment should be made at the time of booking; trained and competent persons only may operate these systems (usually SMC

operators). A "Loan Book" is kept by the Administrator to log the loan and use of equipment, kitchen utensils, furniture and the display panels/notice boards that may be used for posters etc.

5. Work undertaken on the premises by Contractors should be booked as for normal use of the premises. The Property Team usually sponsors this specific activity to ensure that the spirit and practice of these Terms and Conditions are applied especially in regard to Health and Safety, Insurance and evaluation of any risk to persons or property.

6. Insurance cover is not given automatically under the Church's Insurance policy for outside groups who use the premises on a regular basis (more than 2 or 3 times a year). These groups normally are expected to take out liability policies in their own name. However, "occasional" users of the premises (less than 3 times a year) may be automatically covered by the church's policy. Consequently, these regular users are expected to complete the Multiple Bookings insurance declaration on the Application Form. Exceptionally, a group without this insurance cover may apply to SMC to be added to the church's policy; an extra charge may be requested.

SAFETY

7. It is appropriate that all group or meeting leaders are aware of their responsibilities for safety of their group. A Risk Assessment can be a helpful approach to contingency planning. The purpose is to make everyone aware of potential dangers so that they don't happen, but if they do, what to do in that event. Such an assessment may be appropriate particularly for larger groups, for children's activities, when the frail or disabled are present, when more than one room is being used, when the layout of premises is not familiar to those present, etc.

8. Groups leaders are encouraged, if not required, to give appropriate consideration to any Risks or Health and Safety aspects associated with their event and to the procedures in the event of a fire; the latter may include undertaking periodic Fire Drills. They and 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. Emergency exits and passageways must be kept clear.

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. In these circumstances, emergency services may require you to be able to give the number of persons present at your event.

9. Groups or organisations using the premises are responsible for organising their activities in such a way 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. This book and the ACCIDENT BOOK (for injuries to persons) are located outside the Kitchen door.

10. 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 Gallery. Additional restrictions and conditions apply to overnight sleep-ins and Disco (or similar) events.

11. This paragraph is applicable principally to group leaders at SMC. The Church's insurance and Safeguarding policies require that a record is kept of all those who hold a key to the church premises. In addition registered Keyholders are 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.

CARE OF THE PREMISES

12. SMC encourages 'good practices' for the care and upkeep (including cost) of the premises. 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 rooms to be cleaned or tidied after an event. Please allow time on your application form within the period of use for setting-up and clearing afterwards. It would be helpful if when leaving the premises for a check to be made to ensure that the lights and water taps are turned off, toilets flushed and clean and the windows and doors are shut/secure.

13. All users of the premises please remove from the premises any unwanted items left following your event: see also paragraph 21 below relating to 'Storage'. The bins in the rooms etc principally are for paper; please do not leave any food or drink remnants in them. Normal Rubbish bins are located externally near the Boiler Room.

OTHER CONDITIONS

14. 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.

15. Car Parking facilities are NOT generally available at the premises. Parking may be available for those actively using the premises for booked events, church duties and business (such as Coffee Bar supervision and Office duties) but not for general attendance at meetings or services. Parking is to be within the marked bays to avoid blocking of other vehicles. The guideline is that one space may be allocated (especially for loading/unloading) for each group hiring the premises. Likewise, one space may be available for the SMC group/meeting leader using the premises (normally the nominated Keyholder) and additionally whilst loading/unloading vehicles. The Office Administrator/Accommodation Team may make specific arrangements for parking by disabled users, contractors and for other events. Parking overnight is not permitted except by specific arrangement with the Administrator/Accommodation Team.

16. 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 be used as a place for congregating (see also paragraph 17a below). Occasionally, it may be necessary for the kitchen or coffee bar to be shared with other users. Children are not allowed in the kitchen areas, unless undertaking a specific activity as part of some supervised training.

17. The catering facilities may be used for the preparation of drinks and light refreshment.

- a. Sanctuary, Hall and Room 1 users may use the 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 Kitchenette.

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.

19. 'Fly posting' and pinning or sticking (including BluTacking) material onto any walls or doors is not permitted.

20. Under our constitution, the supply, sale or use of alcoholic beverages is NOT permitted on any part of the premises (except for certain ecumenical services). 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.

21. 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.

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

23. 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.

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

Accommodation Team

for

Salisbury Methodist Church