



Room Hire Agreement

All rooms to be booked through the Church Office Administrator:
Hannah Harrison, info@wbchurch.co.uk Tel 02476 612565

TERMS and CONDITIONS OF USE

Room Use

1. No religious use without agreement of Church Leaders.
2. No additional room may be used unless agreed in advance by the Church Office Administrator and confirmed in writing.
3. The facilities must be left clean and tidy as we do not have a daily cleaner. Sweeping brushes etc are available in the storeroom off the Hall. Chairs must not be dragged across the Hall floor – there is a 'chair trolley' in the Store Room. To clean the Hall floor, use a soft brush and a damp cloth if needed – no detergents or cleaning fluids should be used. **All rubbish must be put into bags and placed in the refuse bin outside the front of the church, or taken home if the bin is full. DO NOT leave sacks of rubbish beside the bin.**
4. All furniture moved must be returned to its original place.
5. No equipment is allowed to be taken off the premises.
6. All damages and breakages must be paid for.
7. The kitchen is provided for the preparation of food only and is covered by the Food Standards Agency regulations. The washing of hands in the kitchen must only be in the small hand basin.
8. The preparation of food is at the hirer's own risk and the hirer is responsible for ensuring applicable Hygiene and Environmental Health regulations are adhered to. Any food provided by the hirer must be supervised by an individual with a current Basic Food Hygiene Certificate (level 2) as issued by an approved body.
9. Outside the kitchen the washing of hands must take place in the hand basins located inside the toilet areas. Cleaning of any non-food related equipment should be carried out in these hand basins or in the larger sink which is located in the cleaning cupboard opposite the Kitchen door.

Conduct

1. a) Persons under 18 shall not use the rooms without a responsible adult being present.
b) The adult is to be responsible for the persons present and adherence to the conditions of the room hire.

If the use of the room(s) involves the coming onto the premises of people under age 18 years, the hirer confirms as part of the acceptance of this agreement that he/she is familiar with the Home Office Code of Practice as adapted for and adopted by Walsgrave Baptist Church under the Safe to Grow scheme for the prevention of abuse. Any individual entertaining or working with children must comply with the Children Act and must have a current DBS check.

2. No smoking, alcohol, illicit drugs or gambling on the premises.
3. Unless the entire building has been hired together, hirers do not have exclusive access to the car park. We have limited parking spaces and these need to be shared between all hirers.
4. Hirers can park on the road in front of the church after 9.00am Monday-Friday and at any time on weekends, but must be considerate of the neighbours and not block access to private residences. Hirers should note that as there is a 40 mph speed limit, lights should be left on cars when parked in the road after dusk.
5. Consideration must be given to neighbouring properties by keeping noise to a minimum at all times, particularly outside the building when exiting in the evening.

Health and Safety

1. All minor accidents must be recorded in the first aid book. This is to be found in the first aid box in the kitchen.
2. Serious accidents must be reported to the Church Office Administrator so that Form F2508 can be completed within 3 days of the accident as required by the Health and Safety at Work Act 1974.
3. In the store room off the Hall, chairs should be stacked no more than 10 high and in the sanctuary not more 6 high.

Liabilities

1. The church accepts no liability to persons booking or using the rooms or in the use of any equipment provided.
2. The church accepts no liability for any equipment brought onto or left on the premises or car park including motor vehicles, the contents of motor vehicles and bikes.
3. Please inform the Church Office Administrator if the contact person for the booking changes.

Security

1. Once those coming to your organisation/event are in the building, please ensure that all outside doors are locked from the inside and remain so till you leave.
2. Check that all entrance doors are securely locked, including the fire doors in the hall and lounge, ensure windows are closed and lights and heaters switched off before you leave.

General

1. Nothing in this document constitutes a lease or a licence.
2. Hirers must have their own Public Liability Insurance Policy and provide a copy of this for the Church Office to keep on file.
3. The church reserves the right of access to all rooms at all times.
4. All room users are responsible for ensuring their organisations adhere to all relevant regulations.

Terms

1. Arrangements for keys must be made with the Church Office Administrator.
2. The period of hire includes the time taken to set up and clear away before and after your event. Hirers must vacate the building strictly at the time stated on their Room Hire Agreement Form.
3. Payment for room hire must be made prior to the event and for the amount and via the method agreed beforehand.