



Peasedown Methodist Church

Letting of Premises Policy

1. Introduction

In keeping with sound Christian principles of openness, sharing and outreach, the Church Council of Peasedown Methodist Church ("Church Council") shall make the Church premises available for use by Church and Community Groups and individuals ("Users"), subject to the approval of the Stewards Meeting on behalf of the Church Council.

2. Letting Requests

All requests for the use or hire of the premises shall be made by completing the Peasedown Methodist Church Booking Form for Stewards Meeting approval. The Stewards Meeting may exercise their option to refer any request to the Church Council if this is deemed necessary. Users of the Church premises shall be expected to agree to this Letting of Premises Policy, as approved by the Church Council.

3. Terms and Conditions

The following terms and conditions apply to all Users:

- **Alcohol** – No alcoholic beverages should be brought onto the premises.
- **Audio-Visual Equipment** – AV equipment is available in the worship area, but should only be used by suitably trained individuals. Please note that Church does not hold a TV licence and, therefore, no TV programmes should be watched or recorded at the time they're broadcast or via catch up and on demand services, such as BBC iPlayer.
- **Car Parking** – A small car park is available. All vehicles are left at the owner's risk.
- **Damages and Breakages** – All damage or breakages should be reported and a charge for replacement may apply.
- **Fire Exits** – Users should familiarise themselves with the emergency procedures, emergency exits, escape routes and fire assembly points. Please ensure that escape routes and emergency exits are kept clear at all times.
- **Furniture and Furnishings** – All floors, tables and worktops should be cleaned after use. All furniture should be left as found, unless alternative arrangements have been made. Sellotape or Bluetack should not be used on walls or windows.
- **Health & Safety** – Users should familiarise themselves with the Health & Safety Policy.
- **Keys** – Users must not make any copies of keys.
- **Kitchen** – The kitchen is inspected for Food Hygiene and should only be used by individuals who hold a current Food Hygiene Certificate. Use of the Rational cooker is only permitted by suitably trained individuals. All food waste and containers should be removed after use.
- **Political Meetings** – The building may not be used for public party-political meetings, however, surgeries by an elected MP or councillor will be permitted.
- **Public Dancing** – The premises are not licensed for public dances.
- **Religious Meetings** – The building may not be used for the worship or promotion of religions other than the Christian religion.
- **Rubbish and Recycling** – All rubbish and recycling should be removed from the premises after each use.



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- **Safeguarding** – Users will be required to make available a copy of their Safeguarding Policy prior to commencement of the letting. Where no such policy exists, users will be required to accept the Safeguarding Children and Vulnerable Adults Policy of Peasedown Methodist Church.
- **Smoking** – Smoking is not permitted anywhere in the Church buildings.

4. Insurance

The premises are covered by Public Liability Insurance, however non-Church users must have their own Public Liability Insurance, and some may be required to provide their own Professional Liability Insurance.

5. Regular Reviews

Lettings to regular Users will be subject to an initial review after 3 (three) months, and at 12 (twelve) monthly intervals thereafter.

6. After Use

Before leaving the premises Users should ensure that:

- All windows are closed and doors are shut
- The floors have been left clean and tidy
- All the toilets are flushed
- All rubbish and recycling has been taken away
- All the lights are switched off

7. Duty of the Church Council

From time to time the Church Council shall appoint responsible persons to administer the Booking of Church premises and nominate Key Holders. In addition, the Church Council (through the Church Stewards) shall ensure that responsible persons are available to open the premises, switch on heating and check the cleanliness of the building and facilities.

The Church Council undertakes to ensure that the Church premises are clean and presentable before letting (i.e. all rooms, including the kitchen, toilets and corridors are clean; tables-tops are clean, carpets vacuumed, furniture is in place, etc.).

The Church Council will ensure that periodic inspection and testing of electrical application is carried out by a suitably qualified person.

8. Termination

The Church has the right to terminate the hire if these conditions are not observed.

9. Approval & Review of this Policy

It is the responsibility of the Church Council to ensure that this policy is reviewed on a regular basis.

This policy was accepted by the Church Council on (Date)
The date of the next review is **February 2020**.

Signed (Minister)