



Peasedown St John Methodist Church

Letting of Premises Policy

1. Introduction

In keeping with sound Christian principles of openness, sharing and outreach, the Church Council of Peasedown St John 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 to the Booking Steward, for Stewards Meeting approval. The Stewards Meeting may exercise their option to refer any request to the Church Council if this is deemed necessary.

3. Obligation of Users

Users of the Church premises shall be expected to agree to this Letting of Premises Policy. Before leaving the premises, Users must ensure that:

- All windows are closed and doors are shut;
- All the toilets are flushed;
- All rubbish and recycling has been taken away;
- All the lights are switched off;
- All external doors are closed and locked.

4. Terms and Conditions

The following terms and conditions apply to all Users:

- **Alcohol & Drugs** – No alcoholic beverages or illegal substances should be brought onto the premises.
- **Audio-Visual (AV) Equipment** – AV equipment is available in the worship area and school room, but should only be used by suitably trained individuals. Users should notify the Booking Steward in advance if they have a requirement to use the AV equipment.
- **Car Parking** – A small car park is available. All vehicles are left at the owner's risk.
- **Cleaning** – All floors, tables and worktops should be cleaned after use, using appropriate domestic cleaning equipment and products.
- **Damages and Breakages** – All damage or breakages must 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. Emergency exits and fire escape routes must be kept clear at all times.
- **First Aid** – A first aid kit is located in the kitchen window in a clearly marked container.
- **Furniture and Furnishings** – All furniture should be left as found, unless alternative arrangements have been made with the Bookings Steward. **Sellotape or Bluetack should not be used on walls or windows.**
- **Health & Safety** – Users should familiarise themselves with the Health & Safety Policy.
- **Heating** – Users must not adjust the central heating controls or timer.
- **Internet (Wi-Fi)** – The Church Council provides a wireless internet (Wi-Fi) access service which is made freely available to all users of the premises. Users of this service should familiarise themselves with the Internet Usage Policy.
- **Keys** – Users must not make any copies of keys.



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- **Kitchen** – The kitchen is inspected for Food Hygiene. Beverages may be provided but if food is prepared there must be at least one individual present who holds a Food Hygiene Certificate. Use of the Rational cooker is only permitted by suitably trained individuals. All food waste and containers should be removed from the premises 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 use.
- **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 St John Methodist Church.
- **Smoking** – Smoking is not permitted anywhere in the Church buildings.
- **Television License** – The Church does not hold a TV licence. Therefore, viewing or recording of live television programmes is not permitted. Likewise, catch up or on-demand services, such as BBC iPlayer, must not be accessed.

5. Insurance

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

6. Recurring Lettings

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

7. Duty of the Church Council

The Church Council shall appoint a Booking Steward to administer the bookings. This person is currently **Francis Day**.

The Church Council undertakes to ensure that responsible persons are available to open the premises, switch on heating (if appropriate) and check the cleanliness of the building and facilities, prior to commencement of a letting (i.e. all rooms, including the kitchen, toilets and corridors are clean; tables-tops are clean, carpets vacuumed, furniture is in place, etc.).

8. Termination

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

9. Distribution of this Policy

A printed copy of this policy will be displayed on a noticeboard located on the Church premises and an electronic copy will be made available for download on the Church website.

10. Approval & Review of this Policy

This policy will be reviewed bi-annually by the Church Council. Next review date: **February 2025**.

Signed (Minister)

Dated