

# **The Parochial Church Council of St Paul's Caton-with-Littledale (PCC) Premises Hire Policy – The Church Hall**

## **1. Introduction**

- (a) The following document sets out the Lettings Policy in relation to the letting of

### **The Church Hall of the PCC of St Paul's Caton-with-Littledale.**

This Policy document takes into account consideration of The Equality Act 2010.

- (b) A Premises Hiring Agreement, which is attached to and forms part of this Policy document (Schedule A), must be completed and signed in respect of every booking of the premises. The person signing the Premises Hiring Agreement shall be known as “the Hirer” and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this Policy document. The Hirer must be a responsible adult over the age of 18.

## **2. Primary Intent**

- (a) The PCC is responsible for maintaining the Church Hall for use and enjoyment by future generations.
- (b) The PCC is committed to enabling community use of its facilities in line with its own Mission Statement and priorities.
- (c) We consider that our building, and use of it, is part of the mission of the church in this parish and welcome use of the building by groups of all faiths and none where they do not conflict with our own Christian faith and belief.
- (d) As a parish we have our own policies and procedures to ensure the safety and security of all who use the facilities. Groups which hire the hall should be able to show that they have similar policies and procedures and insurance in place.
- (e) The PCC reserves the right to use the facilities for church related functions

## **3. Letting Restrictions**

- a) Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. The PCC may request references from a new user before agreeing a booking.
- b) We will not, however, accept bookings for activities which conflict with the Christian gospel and the Church's Vision Statement; which will prevent our regular activities from functioning in full or which promote any political party or opinion. The Church reserves the **right to refuse requests** for hire by groups or for activities which, in the opinion of the PCC, are either contrary to the purposes and beliefs of the Church of England, or where the PCC considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. No acts of worship, other than Christian worship, are permitted on the premises.
- c) Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.

- d) We will not normally hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 14 – 21.
- e) Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises. Lettings will not normally be taken for events likely to create **noise or other nuisance** to neighbours, e.g. where a live band is involved.
- f) All events are to **finish by 11pm**, with the premises to be empty by **midnight**. The premises will not be available to the Hirer before the beginning of the booking time, and must be vacated 15 minutes after the end of the booking.

#### 4. Charges

- a) We will normally charge for the use of the premises by external organisations; however, charges may be waived or reduced in exceptional circumstances and at the discretion of the Vicar and the PCC.
- b) For non-commercial lettings, charges will be set at a reasonable rate, below full commercial value, consistent with covering costs and providing a modest contribution to maintenance costs. A notice of charges levied and conditions relating to the charges forms part of the Premises Hiring Agreement. The schedule of charges will be reviewed on an annual basis.
- c) If the Hirer wishes to cancel the booking and more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given, the Hirer shall forfeit 20% of the hire fee.
- d) The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the PCC cancelling the booking, all fees paid by the Hirer shall be refunded.

#### 5. Access and Security

- (a) The PCC does not employ a full-time caretaker; therefore, the Hirer is responsible for all setting up and putting away of any equipment used.
- (b) Any letting of the premises will require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order. The premises must not be left unattended during the period of the booking.
- (c) If a key is provided, then this must be safeguarded at all times and returned to Phil Rawsthorn at the end of the letting period or as soon as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked and all lights switched off at the end of the letting period.
- (d) The right is reserved for a representative of the PCC to enter any part of the building at any time.

## **6. Health and Safety**

- (a) Whilst the PCC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. First Aid boxes are located as follows:

### **In the kitchen, wall mounted by the steps on to the stage**

- (b) Any accident involving personal injury must be reported to Tricia Griffiths – Parish Safeguarding Officer - (safeguarding@catonstpauls.church) to be recorded in the Accident Book.
- (c) All entrances and exits must be kept clear at all times.
- (d) The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.
- (e) There are no public telephones in the premises, therefore the Hirer must ensure that they have access to a mobile telephone in case of emergencies.
- (f) Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date safety certificate which must be made available for inspection upon request.
- (g) The Hirer is not permitted to bring in supplementary heating appliances.

## **7. General**

- (a) A strict No Smoking Policy applies to all rooms (including toilets) in all the premises. The premises is fitted with a fire alarm, which will be activated by cigarette smoke.
- (b) Any advertising material for an event must clearly display the name of the person or organisation responsible for an event.
- (c) Only assistance dogs are permitted inside the building.
- (d) No adhesive or fixing material may be used which may damage the fabric of the premises.
- (e) All rubbish must be taken from the premises or deposited in the outside refuse bin. No food or drink must be deposited on the ground outside the premises or in the car park.

## **8. Car Park and Outside Area**

- (a) The use of the church car park is available to Hirers, but is not part of the Hiring Agreement and Hirers must be ready to vacate in case of emergency church needs. Please note the carpark is regularly used for church services and by parents at school drop off and collection times
- (b) The car park has 1 designated disabled space and all parking is strictly at the owner's risk. The PCC can accept no liability whatsoever for cars parked in its car park.
- (c) The field between the church hall and 'Clubhouse' is available for Hirers' use, if it is not being used by others but is not part of the Hiring agreement. If this is important to your event, please check its availability beforehand.

## 9. Responsibilities

- (a) The PCC will be responsible for providing facilities as agreed in good working order throughout the letting period.
- (b) The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use.
- (c) The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting. During the period of hire, the Hirer is responsible for the orderly behaviour of guests/members on the premises.
- (d) The Hirer shall ensure that there are sufficient staff available to supervise any children and young people involved. Parish Safeguarding procedures require all children to be supervised at all times and if one adult is on their own with a child or children the room door must remain open.
- (e) The current guidelines are:

For 0 to 2 years – one adult to every three children (1:3)

For 2 to 3 years – one adult to every four children (1:4)

For 3 to 8 years – one adult to every eight children (1:8)

For 8 years and over – one for the first 8, then one for every additional 10 children.

**NOTE young people under 18 count as children not adults. If you have a number of young people helping you will need more adults not fewer.**

- (f) The Hirer must leave the premises in a clean and tidy condition. **Cleaning materials and equipment are kept in the cupboard by the steps in the kitchen.** Losses, breakages and damage must be reported, and paid for in full. Hirers may rearrange tables and chairs in the premises, but must restore them to their original places immediately at the end of the letting.
- (g) The Hirer agrees to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Terms of this Policy document.

## 10. Kitchen Use/ Refreshments

- (a) Please note - **The kitchen is not suitable for food preparation but can be used for serving tea/coffee and other refreshments or for the serving of pre-prepared food and then the washing up etc.**
- (b) The kitchen, utensils and crockery should be left as they were found, at the end of the letting. Any breakages must be reported immediately in writing and will be subject to an additional charge.
- (c) No foodstuffs are to be left in the hall or kitchen overnight.
- (d) The hot water boiler and coffee machine maybe used by hirers.

## **11. Insurance**

- (a) It is the responsibility of the Hirer to effect whatever insurance they require to cover their liabilities. Insurance effected by the PCC does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises. It is essential that the hirer obtains adequate Public Liability Insurance for the hiring. (This is usually insurance up to £5,000,000).

## **12. Legal Requirements**

- (a) The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the approval of the PCC.

## **13. Safeguarding**

The PCC has adopted the Diocese of Blackburn's Safeguarding Policy and it is the responsibility of the Hirer to either provide a copy of their own safeguarding policy before the letting is agreed or obtain a copy of the PCC policy available from the parish office and sign the codicil to the letting agreement that they are willing to abide by it.

## **14. Compliance**

- (a) The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and is specifically forbidden to use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.
- (b) Failure by the Hirer to comply with any or all the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the PCC to be just cause for immediate cancellation of any letting or series of lettings.

## **15. Administration**

- (a) Bookings of the premises will be administered by Phil Rawsthorn (01524 771148 churchhall@catonstpauls.church) This includes the acceptance and declining of bookings in consultation with the Vicar and members of the PCC if necessary. The Vicar will act as final arbiter if required.

## Premises Hiring Agreement

### Hire Rates

Church groups	Free
Hourly rate for all other users	£12.50
Daily rate for all other users	£80
Weekly rate for all other users	£350

Please note – there is no deposit required, but payment in advance confirms the booking.

Weekly rate note – this is for use for 5 weekdays and during the day only – equipment may need to be cleared away at the end of each day for other users to use the hall in the evening.

### One Off Bookings

Contact the Phil Rawsthorn to make a booking

By Phone: 01524 771148

By email: churchhall@catonstpauls.church

In person: 9 Kirkbeck Close

<b>Name of Organisation/Person –</b>	
<b>Premises Required (please tick)</b>	
Hall	Kitchen
Other Requirements:	
Date and time of booking	
<b>Signed on behalf of hirer</b>	

Any bookings made will be provisional until a complete Premises Hiring Agreement is completed, signed and a cheque/cash is received to secure the booking.

Money can be transferred online to

**St Paul's Caton PCC**

**Account Number – 70251704**

**Sort Code – 20-47-61**

Please provide proof of this payment, screenshot etc

Application Forms and a Copy of the Lettings Policy can be obtained from Phil Rawsthorn.

- The payment in full must be paid at least **two weeks before the hiring takes place.**
- Any cancellation by the Hirer must be made in writing to Phil Rawsthorn. If more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given, the Hirer shall forfeit 20% of the hire fee.

## Regular Bookings

Contact Phil Rawsthorn to make a booking

By Phone: 01524 771148

By email: churchhall@catonstpauls.church

In person: 9 Kirkbeck Close

<b>Name of Organisation/Person</b>	
<b>Premises Required (please tick)</b>	
Hall	Kitchen
Other Requirements:	
Days and timings of sessions and frequency (ie weekly, monthly)	
<b>Signed on behalf of hirer</b>	

Application Forms and a Copy of the Lettings Policy can be obtained from Phil Rawsthorn or the website

### Payments/Cancellations:

- Hiring of the premises incurs an agreed charge, per session. Payment of this charge is to be made quarterly in arrears. (End of March, June, September and December)
- Payments may be made by cash, cheque (made payable to St Paul's Caton PCC) or direct bank transfer (BACS):

**St Paul's Caton PCC**

**Account Number – 70251704**

**Sort Code – 20-47-61**

The PCC reserves the right to cancel the hire the hire if the fee is not paid within a month of it being due.

### Equipment

As a regular hirer of the Church Hall, groups are allowed to store equipment within the building only with the prior agreement of the PCC.

- **All equipment MUST be stored in an agreed cupboard in the hall.**
- The PCC is not responsible for any property stored in the hall.
- Any additional resources or materials must be removed from the building at the end of each session.
- **NO dangerous materials or accelerants can be stored in the Church Hall.**
- Equipment or materials that are left out of storage may be removed and disposed of.
- You will be given a key to access the building, copies may not be made without the prior consent of the PCC