

## St Mary The Virgin, West Moors - Church Hall Users Policy

Bookings must be made through the Booking Secretary. All non-routine bookings will need approval from the Vicar/Wardens. Every effort will be made to avoid double booking but in all cases the Church needs have priority over individuals and no liability can be accepted if any booking has to be cancelled due to circumstances. No user can establish a right of regular use except by due authorisation from the Parochial Church Council.

The hall is generally available from 08:00hrs until 22:30hrs

All users of the hall must be either a responsible individual or a group known to the local church community and satisfy one of the following criteria: -

1. Be groups or organisations meeting under the authority and supervision of the Vicar and PCC (Parochial Church Council) - i.e. are directly affiliated to the church. Including the Parochial Church Council, PCC Committees, Choir & Music Groups, Mothers' Union, Sunday School, Bells & Biscuits Group, Flower Group, Lay Pastoral Assistants meetings, Authorised C of E Religious Services, Altar Servers, Receptions connected with Pastoral Services (Baptism, Wedding, Funeral), Confirmation, Bible Study, Prayer & Alpha Groups, Church Fund Raising Events, Deanery or Diocesan Meetings & any other similar church related activities by prior agreement.
2. Be recognised as contributing to Christian Outreach/Mission of the church - the Vicar and Church Wardens being the normal arbiters of this and the PCC in the last resort.
3. The Hall may be used for reasonable family functions for Communicant Members of the church (i.e. Church electoral roll members and regular church attendees) such as anniversary and birthday celebrations.
4. Non-church organisations that are providing a pastoral or community service within the parish of West Moors on an occasional basis only, by agreement with the Vicar & Church Wardens and PCC in the last resort.

### Legal

The Hall is not available to hire for any fixed fee in accordance with the current VAT Regulations under which the hall was built free of VAT. This restriction applies under present tax regulations until October 2020. A donation towards the ministry of the church may be offered but is not mandatory.

The church has an insurance policy for routine use, but this has limitations of liability and users are advised to arrange their own insurance cover as appropriate.

All users must comply with the requirements of the Law - especially in respect of the care of minors and vulnerable adults and it is the users direct responsibility to ensure compliance. Minors are not allowed in the kitchen. Minors are not allowed unsupervised on the premises. All statutory regulations must be strictly obeyed.

Alcohol may not be sold on the premises unless a licence to do so has been obtained. Raffle Tickets may not be sold to minors if alcohol is included as a prize.

No electrical or mechanical machinery may be brought into the hall unless it has been notified at time of booking and been approved. This particularly includes disco & lighting equipment, heaters of any

kind, cutting or welding equipment. Laptop and portable projectors and musical instruments without amplifiers and small music systems are permitted providing they are in good condition.

Users are not to create a nuisance through excessive noise or unseemly behaviour of any kind. The hall adjoins our church which is a place of worship and both must be treated with due respect and decorum. No activity is allowed which may endanger personal safety or cause damage to the fabric and fittings. No use is permitted which is contrary to orthodox Christian Spirituality.

In the event of complaint or dispute all matters should be referred to the Church Wardens and if necessary referred to the PCC.

Cleanliness

The hall must be left in a clean and tidy condition. If it is found to be otherwise, any shortcoming or equipment failure should be reported to the Booking Secretary at the earliest juncture. Spillages must be promptly mopped up and in the case of stain to carpet the Booking Secretary must be notified.

There are nappy changing facilities available in the disabled W.C. Use of baby changing mats is discouraged. Soiled nappies must be removed and not binned.

There are specific health & hygiene regulatory requirements applicable to any organisation preparing and selling food. It is the users responsibility to make themselves aware of these and ensure compliance.

Please help us to keep the premises in good condition by avoiding any practice that will cause damage or introduce dirt.

I / We agree to abide by the terms and conditions above.

Full name .....

Organisation .....

Contact address in West Moors .....

..... Tel .....

Signature ..... Date .....

Date of booking .....

Time from ..... until .....

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Approved by .....

Notes