

## STONEYGATE BAPTIST CHURCH LEICESTER

### **LETTINGS POLICY**

The church believes its premises are a resource entrusted to it that are to be used as fully as possible, both for its own benefit and for the benefit of the community. The church's first priority is its own life and witness, and it reserves the right to refuse any booking without explanation. The responsibility for letting premises lies with the diaconate. Enquiries should first be made to the Accommodation Secretary who will advise as to availability.

#### CONDITIONS OF USE

1. The church retains control, possession and management of the premises at all times. The church reserves the right to require the hirer to cancel or rearrange a particular reservation where the premises are required for church purposes. The church expects such occasions to be infrequent and will provide as much notice as possible. The church accepts no responsibility for any costs or inconvenience that may result from this, or as a result of premises being unusable due to circumstances beyond its control, apart from the reimbursement of the hire charge. As much notice of this will be given as possible.
2. The accommodation may only be used by the hirer for the purpose and during the period agreed.
3. The hirer must comply with any relevant government legislation.
4. The hirer should ensure that they are covered by adequate insurance for their property and for activities to be undertaken. The church accepts no responsibility for injury, damage or loss other than that included in its own public liability insurance for visitors to the premises.
5. The hirer or other person responsible for the hirer's group must familiarise him/herself and all the attendees of his/her meeting or function with the routes to the nearest fire exits and the agreed fire assembly point.
6. The hirer or other person responsible for the hirer's group must make him/herself aware of who is attending of his/her meeting or function, and the total number attending.
7. In the event that a fire alarm is raised the hirer or other person responsible for the hirer's group must check that all his/her group have safely exited the building and make a report to the fire brigade when they arrive.
8. Damage to premises, fittings or other church property must be reported immediately to the Accommodation Secretary. The hirer is responsible for reimbursing the church for any costs incurred as a result of this.
9. Smoking and gambling are not permitted, and the sale or consumption of alcoholic beverages is not permitted unless agreed in advance by the diaconate.
10. Hirers must make themselves familiar with the location of fire extinguishers and fire exits and must keep fire exits clear of all obstructions at all times.

11. Fire precautions require that the number of people using the upstairs lounge must not exceed 30 persons at any one time. Due to the accessibility issue of using the stairs, which are the sole fire escape from this room, no persons with limited independent mobility may use the room at any time.
12. Where the hirer is provided with a key or keys to the premises, these are not to be copied without agreement, and not to be loaned to others. They should be returned as directed following the period of hire.
13. Cancellations of bookings should be made at least a week in advance of the bookings to prevent the full cost of hire being charged.
14. The church accepts no responsibility for theft or damage to vehicles parked on church premises.
15. If the premises are to be used by children or vulnerable adults, the hirer should have their own Safeguarding Policy in place and comply with Government guidelines with regard to safeguarding.
16. The hirer is not permitted to leave or store equipment on the premises without prior agreement.
17. The church may terminate the agreement to hire immediately if there is any breach of these conditions of hire.
18. The church will give one months notice of terminating any agreement for regular lettings. Hirers are required to give at least one months notice of termination.
19. For the benefit of all users of the premises, hirers are asked to comply with the following:
  - a) Premises, including toilets, are to be left in a clean and tidy state. Chairs and other furniture should be stacked and returned to where they were found. Work surfaces, cookers, sinks etc. should be cleaned and crockery and cutlery put away.
  - b) Lights are to be switched off when not in use and on leaving.
  - c) On leaving, the premises should be left in a secure state. All windows and doors closed and secured.
  - d) Any instructions given by the Accommodation Secretary must be followed.
  - e) No food should be left in the kitchen, and all waste and rubbish disposed of properly. Where possible, waste should be recycled.
  - f) The church operates a Fairtrade policy, and encourages all hirers to do the same.

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**AGREEMENT FOR USE OF PREMISES**

This agreement is made between the trustees of Stoneygate Baptist Church and  
.....(the hirer).

Purpose of hire .....

Rooms to be used .....

Dates and times .....

Cost .....(payment must be made in advance)

Signed on behalf of the church Name

and office held

.....

Signature

.....

Signed on behalf of the hirer Organisation

.....

Name and office held

.....

Contact address and telephone number (including e-mail address)

.....

Signature

.....

Date agreement made .....

The church's conditions of use are part of this agreement.

Accommodation Secretary:

Elizabeth Martin  
264 Kimberley Road  
Leicester  
LE2 1LJ

07486 876840

e-mail emartin@dmu.ac.uk