

## **Room Booking Policy / Terms & Conditions**

All terms and conditions set out below must be adhered to.

### **Terms**

- "HTH" is Holy Trinity Church, Hurdsfield.
- The "Hub" is the non-office part (Events space, toilets, lobby and kitchen of the Hurdsfield Community Hub)
- The "Worship Space" is the main space in the church.
- "Upstairs" is the 2 first floor rooms, not including the Tower room
- The "Vestry" is the small room beyond the Worship Space
- The "Coffee Lounge" is the space between the Worship Space and the lobby at the bottom of the staircases
- The "user" is the person making the application to use facilities, and this person will be personally responsible for payment of all fees or other sums due in respect of the usage.
- The "booking" is the use of church facilities by the user
- The "Event" is the activity for which the facilities are booked

### **Introduction**

The PCC regards the church buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible, within the context of the needs of the worshipping community at HTH.

A charge will be made (when the main church building is used) or donation suggested (when the Hub is used), to those using the church facilities.

This policy covers use of the church facilities by external users. It does not cover

- use of the church for funerals or weddings etc, ie. times when the church might be used by those who are not part of the worshipping community, but for purposes which are foundational to the church's ministry.
- activities which are church sponsored or organised specifically by members of the HTH worshipping community as part of its ministry.

### **Administrative Process**

Requests to use the church facilities should be made provisionally with the church office ([hello@hthmacc.com](mailto:hello@hthmacc.com)) and then confirmed by completing a booking form (a copy of which is attached). HTH has the right to refuse an application, and no booking should be regarded as confirmed until approval has been given in writing. No public announcement of any event taking place should be made by the user until the booking has been formally confirmed.

Once a booking has been confirmed, an email will be sent to the user, setting out full details of the booking and enclosing a copy of this document. The event should not take place until HTH has received agreement to the terms and conditions set out here. The user should be a named individual and the agreement should be in their name, giving a permanent address.

### **Charge / Suggested donation**

The user will be advised of the charge (or suggested donation in the case of the Hub) for the letting, in accordance with the rates in the table below, payable in advance. Hire charges and

suggested donations are reviewed annually (by the Church Administrator and the church PCC) and the user acknowledges that the figures given may increase from time to time. Our pricing policy encourages charitable, community and family bookings by discounting them.

While we are conscious of recovering the ongoing costs of operation, we are keen to help those who may find our charges challenging. In such cases we encourage you to talk to the Church Administrator who will try to help.

We add 20% to the figures below during the months of November to March to cover the cost of heating.

	Standard rate £ per hour	Discounted rate £ per hour
Worship Space (up to 120)	£30	£15
Hub (up to 50)	£20	£10
Coffee Lounge (up to 20)	£15	£7.50
Upstairs (up to 30 and 10)	£15	£7.50
Vestry (up to 6)	£10	£5

### Deposit

HTH reserves the right to ask for a deposit equal to 50% of the total charge or suggested donation for the booking, from which HTH may deduct the cost of repairing any damage to church property occurring because of the booking.

Assuming no such damage occurs, the deposit will be returned within 7-10 days of the event.

### Activities on church premises

The nature of the event for which the user wishes to use the church building should be stated on the hire form.

The church reserves the right to refuse permission for an event not in line with its values.

### Status of the User

A booking cannot be made by persons under the age of eighteen, or by any organisation or group with an unlawful or extremist background. The booking agreement is personal to the user only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the church to them or of creating any tenancy between HTH and the user.

### Priority of Use

HTH will resolve conflicting requests for the use of the premises, with priority usually being given to church functions.

Bookings will not be permitted which conflict with pre-existing church activities (eg. a booking on a Sunday morning).

When HTH wishes to use its own facilities at a time when there has been an external booking:

- When the external booking is a one-off: Attempts will be made to reach an agreement to postpone / alter / cancel the external booking. If such an agreement cannot be reached, the external booking will stand.
- When the external booking is part of ongoing usage of the church facilities by an external user: Attempts to agree to postpone / alter / cancel the booking will similarly be made. If such an agreement cannot be reached, HTH reserves the right to cancel the external booking, giving a minimum of 2 months' notice.

### **Attendance**

The user shall ensure that the number of persons using the premises does not exceed that of the room's capacity (see table on page 2).

### **Public Safety**

The user shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The user shall be responsible for providing adequate supervision to maintain order and good conduct.

### **Own Risk**

It is the user's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

### **Damage, Loss or Injury**

Before the booking, the user will agree with HTH either that

- the organisation has its own appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being used), and/or loss of or damage to property, including HTH's premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The user must produce the appropriate certificate of insurance cover before the booking can be confirmed

or that

- HTH has agreed that its own public liability insurance will apply.

In both cases, the user must prepare appropriate risk assessments for the activities for which the facilities are being used. HTH's own risk assessment for the buildings' general use, is available on request.

HTH will not be responsible for any injury to persons or damage to property arising from any other use of the facilities.

### **Furniture and Fittings**

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the church fabric, are permitted. Fixings using adhesive (including sticky pads) are also not permitted. In the event of any damage to premises or property arising from the booking, the user shall be liable for the cost of any reparation required. This may be taken from any deposit or be the subject of a subsequent invoice.

### **Church Equipment**

Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The user is liable for any damage, loss, or theft of church equipment they are using, and for the equipment's safe and appropriate use.

The sound desk and PA equipment may not be used unless specific permission has been granted and training given.

### **Electrical Equipment**

Any electrical equipment brought by the user onto the church site MUST have a current Portable Appliance Test (PAT) certificate less than 1 year old from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application. Any damage resulting from electrical equipment without such a certificate will be the responsibility of the user.

### **Car Parking Facilities**

Subject to availability, these may be used by the user and others involved in the booking. The car parking is located around the church site (not necessarily immediately adjacent to the building being hired). It is possible other users of other church buildings will also use the car parking at the same time. Available car parking is not guaranteed.

### **Toilet Facilities**

Access to the toilet facilities in the building being used is included as part of the hire arrangements.

### **Kitchen Facilities**

Access to the kitchen facilities in the building being used is included as part of the hire arrangements. Use of the main church kitchen can be extended to hirers of the Hub, by agreement.

### **First Aid Facilities**

There is no legal requirement for the church to provide first aid facilities for the user. It is the user's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit. The church's resources are not available.

### **Fire Regulations**

The Church Administrator will explain the fire procedures to the user. The advice will specifically relate to emergency evacuation procedures and fire-fighting equipment, assembly points and roll call of personnel and how to summon the Fire Brigade and emergency services.

### **Food and Drink**

No food or drink may be prepared or consumed on the property without the permission of HTH, in line with current food hygiene regulations. All litter must be placed in the bins provided.

### **Intoxicating Liquor**

No intoxicants shall be brought on to or consumed on the premises without direct permission of HTH.

### **Illegal Drugs**

No illegal drugs shall be brought on to or consumed on the premises

### **Smoking**

The inside of all church buildings and the areas directly in front of entrances are non-smoking areas.

### **Sub-letting**

The user shall not sub-let the premises to another person.

### **Security**

The user is responsible for the security of the premises during and after the hire. Keys remain the responsibility of the user and should not be passed on to another person. The user will be given instructions regarding

- unlocking / locking up
- collecting / returning any keys
- details of the alarm code

...as appropriate

### **Right of Access**

HTH reserves the right of access to the premises during any booking and may monitor activities from time to time.

### **End of the Booking**

The user shall, at the end of the booking, leave the accommodation in a tidy condition, all equipment being returned to the correct place of storage. The premises will be inspected after the event to ascertain if this condition has been adhered to, and an additional cost may be charged and / or subtracted from the returnable deposit if it has not.

### **Vacation of Premises**

The user shall ensure that the premises are vacated promptly at the end of the letting. The user is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the premises by the nearest exit and assemble on the south lawn. The user must have immediate access to participants' emergency contact details. Users are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.