

CONDITIONS ON THE USE OF ROBERT HALL CHURCH PREMISES

1. For single bookings, the agreed **fee** must either be paid in advance or within 7 days of the hiring. Regular users of the building with extended bookings are asked to clear their accounts at least every three months.
2. The User agrees that the church accepts no responsibility for **injury or loss** to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
3. The User is responsible to pay for all **damage** (other than fair wear and tear) to the accommodation or any of the church's fixtures or fittings or equipment which is occasioned in whatever way by the use of the accommodation, and any consequential loss occasioned by such damage.
4. Only the **organization** named in the application form may use the premises. Its activities are restricted to the **purpose**; the **times**; and the **rooms** specified on the form. In particular, **no acts of worship** may take place except those previously agreed.
5. After the use of the accommodation it must be left in a **clean and tidy condition** with all furniture and equipment left in the same position as at the commencement of the hiring. The **heating** system is programmed and the heater controls should not be touched- The User must ensure that all **lights** are turned out, that any electrical appliance switched on has been switched off, and that all **windows** are properly secured. Failure to do so may incur a surcharge of £5 for each occasion. Be aware that the **car park** is not suitable for use by large vehicles. Please park within the lines provided.
6. The User must ensure that whilst the accommodation is being used there is **no smoking** and that **no alcohol** is supplied or consumed.
7. The User must not leave in the accommodation any **equipment**, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities. Storage is undertaken at the User's risk.
8. The User has a responsibility to notify the church of any **defect** in the accommodation or in any of the church's furniture or other equipment in the accommodation.
9. The User will comply with the provisions of the church's **Health & Safety** policy, (see paras. 10 & 11 below) and will ensure that all those using the accommodation are aware of the appropriate safety procedures.

10. Where premises are to be used by children's groups or for parties, Users should furnish the church with their own **Child Protection Policy** or obtain and sign up to the Church's policy. In particular, the organization will treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and body position. Users should:

- never invade the privacy of children in toilets;
- never engage in rough, physical or sexually provocative games;
- never make sexually suggestive comments even in fun;
- never touch children inappropriately or intrusively; scapegoat, ridicule or reject a child;
- always make sure that more than one adult is present at all times, particularly if a child requires medical or physical care.

11. **KITCHEN**

You are welcome to use **our equipment and cleaning products** providing they are replaced as you found them. However we do not undertake to provide

- Hand-washing and -drying facilities (e.g. supply of soap; detergent; towels.)
- protective clothing
- food handling equipment
- cleaning materials and equipment
- first aid equipment.

You are welcome to make use of the **fridge** but it is your responsibility to ensure that it is set to the correct temperature.

You must ensure that the kitchen is **left clean** after use.

Please **take all rubbish home**: the refuse collectors only empty one bin per week.

12. **INSURANCE**

We do not accept any responsibility whatsoever for the loss of or damage to any **vehicle** or the fittings or contents of any vehicle parked or otherwise left on our premises.

We do not accept any responsibility for the loss or damage to any **personal property** belonging to or in the care of yourself or any of those associated with you sustained on our premises.

We do not accept any responsibility for any personal damage or **injury** which may be sustained by yourself or any of those associated with you whilst on our premises.

Please note that all **accidents** must be reported in the accident book (located on top of the first aid box in the kitchen), and that any theft or damage sustained on the premises or in the car park should be reported to the Bookings Secretary..

8 September 2007