

Proposed Policy for Letting the Church Premises

It has been said that the church is the only society on earth that exists for the benefit of its non-members. In applying this policy we will seek, wherever possible, to be of benefit to the wider community around us by being good news and dealing with all enquiries concerning the hire of the chapel in the name of the Lord Jesus Christ.

We will welcome appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. We will not, however, accept bookings for activities which are in conflict with the Gospel and the Church's values or will prevent our regular activities from functioning in full.

We will always seek a full understanding of the proposed use of the premises from a potential hirer. To this end, a fully completed application should be received from a potential hirer before any agreement is made.

We will restrict the use of the premises if the restriction is imposed so as:-

- a) not to conflict with the purposes of the church;
- b) to comply with the doctrines or beliefs of the church;
- c) to avoid causing offence to persons of the Christian faith for which the premises are held;
- or
- d) to avoid causing conflict with the strongly held Biblical convictions of a significant number of the church members.

Bookings will not normally be accepted from organisations or for events which might associate the Church with activities which are inconsistent with its work and witness. For example, bookings will not be accepted from religious organisations outside the Christian mainstream (e.g. Christian Scientist, Jehovah's Witness, Muslim, Hindu or Sikh etc.), or for inappropriate purposes (e.g. Yoga classes, Masonic Lodge meetings, any form of gambling) or for potentially controversial events inconsistent with our ethos. In any case of uncertainty, the Leadership Team should be consulted.

All applications should be agreed by at least two of the Deacons; if either of the two Deacons considering an application have any doubts or concerns the application should be referred to the Pastor and Leadership Team.

Applications for long term or regular hire arrangements should be referred to the leadership team for consideration. Due regard would be taken to safeguard the interests of the church and the advice of the Baptist Union Corporation would be sought.

It is not our policy to make a profit from of the use of the Churches premises; however a cost of hire will be set in comparison to other local premises and reviewed annually. Charges may be waived or reduced at the discretion of the Leadership Team and Church members will not be charged but invited to make a donation.

The guidance offered by the Baptist Union in the document *PC10: Hiring of Church Premises* will be followed regarding provision of appropriate Public Liability Insurance and all others matters regarding the hire of our premises. The Hirer must provide a copy of a Personal Liability / Indemnity Insurance when requested.

The Hirer must ensure that they obtain any necessary licences for the use of any pre-recorded sound or video materials and will take full responsibility for any claims arising from the use of such materials.

The following terms and conditions of hire will form an integral part of the application form and must be agreed by the Hirer.

For regular or long term hires an individual specific contract would also be created appropriate to the application made.

Terms and Conditions for Letting Bloxham Baptist Church Premises

1. Bloxham Baptist Church is a place of Christian worship and any use of the premises must not be in conflict with its Christian ethos. You are asked to respect the beliefs of the church, further details of which are to be found on the Baptist Union of Great Britain's website www.baptist.org.uk.
2. A deposit of £50 must be paid at the time of booking. This will be returned / refunded within 7 days of the hiring, unless there have been any breakages, losses or damage to the premises, furniture or equipment for which the User is responsible. The hire fee must be paid in advance of the booking.
3. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation and may be liable for costs of repair.
4. The Church reserves the right to cancel a letting in the event of unavoidable circumstances such as Funeral requiring use of the Premises.
5. For a regular booking a deposit is required and the fee must be paid at the end of each 3 month period. The booking would also be subject to 3 monthly reviews.
6. The accommodation may only be used for the purpose stated on the booking form and for the period of time booked.
7. The Hirer must ensure that all those using the accommodation are aware of the appropriate safety procedures - including the location of fire escapes and equipment, comply with the provisions of the Health and Safety policy and undertake an appropriate risk assessment for their activity.
8. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'safe from harm'
<https://www.gov.uk/government/publications/home-office-code-of-practice-for-keeping-children-safe-from-harm>
9. There must be no smoking on the premises.
10. Alcohol may be consumed appropriately and in moderation on the premises, however the sale of alcohol is prohibited. The User must ensure that any person who appears to be intoxicated through drink or drugs shall be removed immediately from the premises.
11. The church is committed to being a good neighbour to those who live in the vicinity. Therefore the hirer must ensure that the use of the premises and the behaviour of anyone invited by the hirer on to the premises is not such as to cause a nuisance, harassment, breach of the peace, or otherwise distress the owners or occupiers of premises or to those passing along the roads near to the church.
12. This is a residential area; therefore we ask that events end by 10pm and the premises are vacated by 10.30pm. Encourage your guests to come and leave as quietly as possible, slamming of car doors, raised voices or blowing of car horns can be as disturbing as loud music. Please respect our neighbours.
13. The church must be left clean and tidy and the vacuum cleaner must be used to clear up any mess. All furniture and equipment must be returned to their original places and bulk refuse taken from the building for disposal by the User. Under no circumstances is rubbish to be left outside the church or neighbouring properties.
14. The User must ensure that all lights are turned out, the windows closed and left properly secure and the outside doors locked.

15. The User must notify the church of any breakages or damage that has occurred during their use of the premises.
16. The User may not leave any equipment, furniture or articles of any kind unless by written agreement with the church, who reserves the right to charge a separate fee for the provision of storage facilities.
17. The church retains control, possession and management of the accommodation and the User has no right to exclude any member of the church from the premises.
18. The User must notify the church of any defect or malfunction of the accommodation, furniture or equipment.
19. The User agrees that the church accepts no responsibility for any injury or loss to person or property arising out of the use of the accommodation, apart from injury or loss resulting from the general maintenance of the accommodation, which is the responsibility of the church and the Hirer will keep the church indemnified against any claims for which the church is not responsible.
20. The church may terminate the agreement at any time if there is a breach of these conditions by the User.

IN CASE OF EMERGENCY

In case of emergency (i.e. fire/accidents) please dial **999**.

The address of the building is Bloxham Baptist Church, Hawke Lane, Bloxham, Banbury, Oxfordshire, OX15 4PY

There is no telephone line in the church premises so please ensure someone in your group has a mobile phone for health and safety reasons.

*If you are having trouble gaining access to the building, or have another urgent query **on the day** of your letting please contact: **suggest 3 mobile phone contacts?***

Rooms available for hire:

Church Sanctuary - Seats 110. Seating at tables for up to 60

£12 per hour - including use of the kitchen for drinks and light refreshments.

£15 per hour - including full catering use of kitchen (i.e. cooker and dishwasher)

Small meeting room - Seating for up to 10.

£6 per hour - including use of the kitchen for drinks and light refreshments.

Kitchen - The kitchen is fully equipped for the preparation of light meals and refreshments with crockery and cutlery to service 40.

Bloxham Baptist Church hiring application form.

1 Name individual or organisation:

2 Description of proposed activity:

3 Dates and times required:

4 Room(s) required: Sanctuary Small meeting Kitchen (light refreshments)

Kitchen (Inc. cooker / dishwasher)

5 Name, address and telephone number of person responsible for the booking:

6 Name, address and telephone number of person supervising the activity (if different from the person responsible for the booking):

7 In the case of activity involving children has your Organisation agreed to comply with the Government's suggested Guidelines 'Safe from Harm'? YES NO

8 Is your organisation a charity? YES NO

9 Have you / your organisation used the church premises before?
YES NO

I confirm that the hiring conditions on the reverse side of this form are accepted and I enclose a cheque for £50 being a deposit.

Signed: Date:

Confirmation of booking (to be completed by the Church Deacon)

I confirm on behalf of the church that the booking as indicated on this form is accepted, subject to the hiring conditions overleaf and to the payment of the agreed fee of £

Signed: Date: