

Conditions of Hire

1. Out of respect to other users and our neighbours, all users shall **conduct** themselves in a reasonable and considerate manner whilst arriving, using and leaving the premises.
2. It may become necessary to relinquish a booking on a specific occasion in order that **funerals, weddings and Church Member's Meetings** may take place. In such instances reasonable notice will be given, and the costs of the session will be refunded or credited.

ACTIVITIES

3. No activities which are in **conflict with the Christian gospel** and the Church's Mission Statement, nor any **acts of worship** other than Christian worship, are permitted on the premises. The Church reserves the right to refuse requests for hire which, in the opinion of the Church, are either contrary to the purposes and beliefs of the United Reformed Church, or where the Church considers that such activities may cause offence, on grounds of their religion or belief, to a significant number of Christians.
4. The premises or grounds shall not be used for any **illegal or immoral** purpose
5. No **alcoholic drinks** to be sold or consumed on the premises (other than in cooking), and **no smoking** in the buildings.
6. No **gambling**, including raffles and bingo, without prior agreement
7. No **Disco** to be held without prior agreement (**must** be noted on this form).

SAFEGUARDING & SUPERVISION

8. If there are children's groups using the premises at the same time then the hirer shall comply with any arrangements deemed necessary by the Church for the sake of **safeguarding** all parties.
9. Activities for **children** (under 18 years of age) must be adequately supervised in accordance with the Children's Act. There shall be a minimum of 1 adult per 8 children (or as specified by the group's 'parent' Organisation).

CARE OF PREMISES

The church does not employ a caretaker, therefore...

10. Premises shall be left **clean and tidy** upon departure, including:-
 - (a) chairs stored;
 - (b) floor swept;
 - (c) electrical and gas appliances turned off;
 - (d) work surfaces & basins/sinks cleaned;
 - (e) all rubbish created by the activity to be taken away from the premises.
11. The group/activity organiser must **sign in** at the start of the session, and at the end of the session must:-
 - (a) check all toilets have been flushed
 - (b) ensure all 8 external doors are locked
 - (c) sign out
12. Hirers accept all responsibility for any **damage**, whether wilful or negligent, caused while using the premises. Damage & breakages must be recorded in the log book.
13. Any **keys** entrusted to hirers **shall not** be duplicated.

INSURANCE & SAFETY

14. Church's insurance does not cover hirers' liabilities, therefore hirers are responsible for ensuring they have **adequate insurance** and consider the need for an activity risk assessment.
15. **Emergency exits / fire escapes** must not be obstructed under any circumstances. Hirers **must** ensure these exits are kept clear during their sessions.
16. All groups shall have a nominated and recognised **Group Leader**, responsible for signing the group in and out of the building using the register on the Foyer counter. No register of group members needs to be kept if the Group leader assumes responsibility to ensure that in the event of an emergency evacuation (such as the alarms sounding) s/he checks that all group members have left the building and are present at the assembly point. This will entail a physical check of the building where safe to do so. The Group Leader must also delegate someone to **phone 999** and ask for the Fire Brigade. Church address: **70-74 Plymstock Rd PL9 7PB**