

SHAWLANDS UNITED REFORMED CHURCH

111 Moss-Side Rd, Shawlands G41 3TP

A Simple Guide to Room Hire

Since 1909 Shawlands United Reformed Church has served the local community in a variety of ways – not least by making our buildings available for community use. We are pleased to continue this tradition seeing it as an expression of Christian hospitality. To make the process as easy as possible, and to be fair to all our regular users, we have developed some simple rules to follow.

A: General

- 1: We are open to a wide variety of groups using the building provided that all the groups are aware that the primary purpose of the building is Christian worship and that each group respects the ethos and polity of the United Reformed Church.
- 2: To keep costs down and ensure we all use a pleasant, clean, building hirers need to leave the building locked, clean and tidy after use.
- 3: Hirers are responsible for the behaviour of their groups – and for supervising children. We expect that, where young people are involved, the leaders of the groups have PVG checks and follow good practice on Safeguarding and comply with all relevant legislation.
- 4: There is a vacuum cleaner in the kitchen cupboard and other cleaning material – please use them if there are any spills or mess! Please ensure the vacuum cleaner is still in working order after use.
- 5: The premises must be left tidy after use. Groups can only leave material at the Church if they have agreed this with the property committee and pay a fee to hire cupboard space. Any material not left in a hired cupboard will be promptly disposed of.
- 6: Smoking is not allowed in the buildings or grounds. Members of groups who smoke should do so on the pavement - and away from the Church gates.
- 7: Hirers are liable for the full cost of repair or replacement resulting from any damage that is caused during their hire of the premises. All incidents must be promptly reported to the Property Committee.

B: Reservations, Bookings, Cancellations & Payment

- 1: Groups should book for the entire time they are in the building – from the moment the key holder arrives until the moment the key holder leaves – this includes any set up time. The Church reserves the right to charge for extra time if this is not adhered to. Group leaders should inform the Property Committee if another group comes early, or stays late, and so encroaches on their time.

- 2: Groups should specify, and pay for, the rooms they will be using. Only the room, or rooms, booked should be used even if others are empty. The Church reserves the right to charge for unauthorised use of non-booked rooms.
- 3: Groups that wish to use the building for only part of the year need to: book their dates well in advance; complete the booking form; and, once dates have been provisionally reserved, send a non-returnable deposit of 25% of the fee within four weeks.
- 4: On receipt of the deposit written confirmation of the booking will be issued. **No dates will be held until the deposit is paid.**
- 5: The balance of the fee is payable a month before the run of bookings starts.
- 6: New groups who use the Church throughout the year should pay by standing order. No new payment arrangements are envisioned for groups using the church at September 2017.
- 7: In the unlikely event that the Church needs to cancel a booking we will give you as much notice as possible.
- 8: If you need to cancel a booking you need to give us three weeks' notice. Without this a half fee will be charged. Cancellations within 7 days incur the full fee.
- 9: Whilst the Church will respect all longstanding bookings, we reserve the right to move you to another suitable room, if necessary, to allow appropriate use of the premises.

C: Security

- 1: Non-duplicable keys are issued to one named person in each group whose contact details should be supplied to the Property Committee. If a key is lent to another person, for example when the key holder is away, then the church should be informed of that other person's contact details.
- 2: Any lost keys will incur a charge for replacement (the cost for this at 2017 prices is, £40). The hirer **may** be responsible for the cost of changing locks and having a set of new keys ordered (around £500 at 2017 prices) if this is deemed necessary by the Property Committee.
- 3: If a group is using the Hall or Sanctuary access should be via the main Church doors on Moss-Side Road. **The doors from the foyer into the corridor should be bolted shut meaning that access is then via your meeting.** This means you are aware of who is coming into the building.
- 4: **Under no circumstances should the side door, through which initial access to the building is gained, be left open.**

- 5: Groups using just the Dorcas Room may use the side door; members of the group should ring the bell which will ring in the Dorcas Room, to gain access.
- 6: Repeated Failure to comply with this will result in the booking being cancelled and no fee will be returned. It is in all our interests for the building to be secure.
- 7: Group leaders should politely challenge anyone in the building they don't recognise as being part of their group and invite them to leave if they have no legitimate business.

D: Moving Things

- 1: After use chairs and tables should be neatly tidied away. In the Dorcas Room the green chairs should be arranged around the walls and any Hall chairs that may have been moved into the Dorcas Room should be moved back to the Hall. In the Hall chairs should be stacked, no more than 5 high (we have small children who use the Hall and we don't want to create a hazard for them) and left against the walls.
- 2: No chairs should **ever be left** in the Sunday School Room – where the storage cupboards are. This room is not hired out and is not suitable for meetings.
- 3: If you close the curtains in the Dorcas Room please open them when you leave.
- 4: **It is the responsibility of the key holder to do a final check before leaving to ensure that the premises are neat, clean and tidy, chairs are returned to where they should be and the building is secure.**

E: Display Material

1. Banners, posters, or placards may be displayed outside the Church, but within the curtilage of the Church's grounds, **only for the duration of the hire**, to advertise the event where required. Any such item should display the name of the organisation or business. If, in the opinion of Church Officers, any outside display adversely affects the Church, then the Church reserves the right to require the display to be amended or removed, or to amend or remove the same itself if the hirer cannot be found or refuses to amend or remove the display as requested.
2. No material, decoration, posters, or any other display should be attached to anywhere in the building or the railings except on the designated Community Noticeboard in the Hall.

F: Hiring the Sanctuary

- 1: The Sanctuary may be hired for appropriate activities. Seating is fixed pews with comfortable pew cushions. The organ may only be played by musicians – and only with our prior permission. If the Communion Table, or lecterns are moved our prior permission is needed. Care must be taken to unplug the fixed mike on them and

these must be returned to their proper position afterwards. A digital projector may be hired too, for a deposit, or you may wish to bring your own. Teas and Coffees may be served in the Sanctuary but especial care must be taken with spills. The Sanctuary must be left neat and tidy as it is likely that the next event in this space will be worship.

G: Legal Stuff

1. Consumption of spirits is not permitted on the premises in any circumstances. The Church does not have a licence for the sale of alcohol.
2. Performance of plays or recorded music may require an additional licence which hirers must obtain at their expense from the Performing Rights Society and produce the same to Church officers.
3. For any events involving live or recorded music, hirers are responsible for any infringement of copyright.
4. The Church has Public Liability insurance for the building and for Church related activities, but accepts no liability whatsoever for any injury, accident or death to any person, or any loss or damage to property, except through the Church's negligence or wilful neglect. Our insurance does not cover hirers' activities, and indemnity may be sought by the Church and/or our Insurers where damage, injury, or death is caused by the negligence of the hirer or anyone using the rooms by permission of the hirer. Hirers are required to have appropriate insurance in place to cover their activity and public liability arising from that.
- 5: The Church reserves the right to request to see any child protection policy, insurance documents, licences, and/or anything else relevant to establish the bona fides of the hirer.

H: And Finally

1. Use of the kitchen is included in the hire fee. Hire of the kitchen does not, however, guarantee exclusive use, as other hirers may need to make use of the facility. The kitchen must be left clean and tidy and, if used, the cooker should be left clean otherwise the hirer may be required to pay a charge for cleaning. No children should be allowed in the kitchen. Hirers must ensure that food hygiene legislation is adhered to, that all surfaces are clean, everything used is washed and put away, and no food or drink is left behind.
2. There is a piano in the Hall which can be used for appropriate activities by hirers.
- 3: Hiring the premises indicates hirers' full agreement with these terms and conditions.