



## Conditions for the Hire of Church Premises

Tiptree URC is pleased to be able to extend the use of its facilities to you. Many individuals and organisations now use our facilities and the premises are occupied throughout the week. In order to ensure that they are maintained in a satisfactory condition and left in good order for each subsequent user, we would respectfully ask you to abide by the conditions set out below. We reserve the right to withdraw the hiring agreement from any user who fails to do so.

### General Conditions

- The church reserves the right to restrict the hiring of its premises to those organisations and individuals whose activities are consistent with its beliefs, values and purposes. A summary statement of faith, values and purposes is available for perusal on the church website or from the Bookings Secretary.
- For all bookings there should be one named person (and in the case of regular bookings, a named key holder) who is responsible for ensuring that all conditions are adhered to.
- All key holders are required to sign and abide by a key holder agreement, which will be held on record. Under no circumstances may copies of keys be taken.
- All named persons are required to familiarise themselves with the church Health and Safety Policy, copies of which are displayed on the internal notice board or available from the Bookings Secretary.
- If the hiring of the premises is for the purpose of providing services to children or young people, the named person should complete the attached safeguarding document 'Safe from Harm' and return it to the Bookings Secretary.
- Any damage to church premises or equipment during the hire period is the responsibility of the hirer and must be made good. Please inform one of the church officers named below of the nature of any damage and your plans for repair and/or replacement. The hirer is also responsible for notifying one of the officers of any damage observed prior to, or at the beginning of the hire period. This will be recorded and you will not be held responsible.
- The church implements a policy of no smoking and no alcohol anywhere on the church premises.
- Posters, banners, advertisements or notices may only be displayed in or outside the premises with the prior consent of the church.
- Please do not make any adjustments to the central heating controls or the fire appliances.

- Please ensure that you take all rubbish home with you; no rubbish of any kind must be left in or outside the church premises.
- For your own security you may wish to take out third party insurance cover when using these premises. Tiptree URC will not be held responsible for any personal accident or loss of personal property from our premises or any damage to parked vehicles.
- A refundable deposit of £25 is required from temporary users. This may be retained in the event of any damage, breakage or failure to leave the premises in a clean and tidy condition.
- All payments and correspondence should be addressed to the Bookings Secretary.
- In the event of any of our facilities malfunctioning while you are using our premises, or any emergency situation, please contact one of the persons named below. On no account should any user attempt to take remedial action of their own accord.

### **Main Hall**

- Please do not allow the wearing of stiletto-heeled footwear inside the main hall.
- Please ensure that the hall floor is kept dry. No water or wet mop should be used and any spillages must be dried immediately.
- For the purposes of health and safety, all tables used must be returned to the stacking trolley and strapped securely.
- For the purposes of health and safety all hall chairs should be stacked no more than five high, with seats facing the right-hand wall.
- All other furniture to be returned to original storage areas.
- On leaving the premises, please check that the windows are closed, all the lighting is switched off and that all the doors and fire exits are securely locked.

### **Kitchen**

- Please ensure that all water taps, the hot water boiler and the oven are turned off when not in use.
- Please ensure that the floor and all working surfaces are clear and clean.
- Please ensure that the cooker is left in a clean condition after use.

### **Toilets**

- Please check that all the toilets have been flushed and the floors are dry and clean before leaving.

In the event of any difficulty or query, please contact us at [admin@tiptreeurc.org](mailto:admin@tiptreeurc.org) or phone 01621 819199