



Conditions for the Hire of Church Premises – APRIL 2025

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

1. 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 Church Administrator.
 - a. NB Our Christian faith precludes the use of our premises for any pagan or occult activity, or any activity related to the celebration of Halloween. We would ask hiring organisations to respect this.
2. 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.
3. 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.
4. The Hirer must undertake to allow members of the Church's governing body at all reasonable times to enter and view the premises during the hiring and to ensure that arrangements have been made for the proper use and supervision of the premises, including compliance with any licensing, police and fire requirements and/or regulations.

Hirer Responsibilities

5. The Hirer is responsible for ensuring the safety of all those present including the following safeguarding matters:
 - a. The Hirer is responsible for ensuring that when children, young people or adults at risk are present on the Premises all legislation and best practice in connection with their safeguarding, supervision and safety is observed.
 - b. The Hirer is responsible for ensuring that children, young people and adults are protected at all times by taking all necessary steps and by having an appropriate insurance policy in place.
 - c. The Hirer must respond, record and report to the statutory agencies and to the church safeguarding co-ordinator without delay every complaint/concern/investigation associated with the Hirer's activities on the church

premises which suggests that a child, young person or adult at risk has been harmed or is at risk of harm. The hirer must also co-operate with the police and Children's and Adult Services in any investigation and inform the Church Safeguarding Co-ordinator of its outcome.

- d. The Hirer must as a minimum follow safer recruitment practices for all staff and volunteers involved in leading their activity including all those who require a Disclosure and Barring Service (DBS) check for the role they are undertaking (see <https://www.gov.uk/government/collections/dbs-eligibility-guidance>)
- e. The Hirer must abide by their own safeguarding policy if they have one.
- f. The Hirer will provide a copy of their insurance and safeguarding policies, and other documents in accordance with URC Good Practice guidance, to the Church Safeguarding Coordinator for information only, to enable the Church Safeguarding Coordinator to verify the existence of such documents. In providing a copy of their safeguarding policy, the Hirer will highlight those areas within the policy which specifically address clauses **c** and **d** above. For the avoidance of doubt, the Church Safeguarding Co-ordinator in receiving a copy of the Hirer's safeguarding policy or insurance does not warrant to undertake a detailed review of the documents to assess the suitability of the documents, etc, or assume any responsibility for the Hirer's obligations whatsoever. The responsibility for implementing, maintaining and adhering to all legislation and best practice in connection with safeguarding, supervision and safety associated with the Hirer's activities on the church premises lies solely with the Hirer.

(See www.urc.org.uk/safeguarding for further information. The Good Practice guidance includes a model safeguarding policy, information about contacting statutory agencies, reporting, safer recruitment practices, etc.).

Church Safeguarding Co-ordinator – Karen Scott

In office church office hours Mon, Wed, Fri 10:30am to 1:30 pm - 01621 332537

Emergency out of office hours - 07961 212687

6. 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.
7. The Hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, licences may be required for public performances involving music, singing and dancing or for theatrical performances. If copyright material is used or performed, the permission of the owner of the copyright must be obtained.
8. The church implements a policy of no smoking and no alcohol anywhere on the church premises.
9. Posters, banners, advertisements or notices may only be displayed in or outside the premises with the prior consent of the church. Please speak to the Church Administrator.
10. Please do not make any adjustments to the central heating controls or the fire appliances.

11. Please ensure that you take all rubbish home with you or put in the white wheelie bin to rear lefthand side of the church. No rubbish of any kind must be left in or outside the church premises.
12. 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.
13. 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.
14. All payments and correspondence should be addressed to the Church Administrator.
15. 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

16. Please do not allow the wearing of stiletto-heeled footwear inside the main hall.
17. Please ensure that the hall floor is kept dry. No water or wet mop should be used, and any spillages must be dried immediately.
18. For the purposes of health and safety, all tables used must be returned to the stacking trolley and strapped securely.
19. 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.
20. All other furniture to be returned to original storage areas.

Kitchen

21. Please ensure that all water taps, the hot water boiler and the oven are turned off when not in use.
22. Please ensure that the floor and all working surfaces are clear and clean.
23. Please ensure that the cooker is left in a clean condition after use.
24. Please can you provide your own tea towel and take it home with you.
25. If you use a J-cloth, please can you make sure it is thrown away.

Toilets

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