**STRATFORD BAPTIST CHURCH**

**ETHOS**

Our buildings are dedicated to the glory of God. They are a resource and will be used where appropriate for all aspects of the church’s ministry as we seek to proclaim and live the Gospel of Jesus Christ. They are to provide a worshipping centre and a caring centre for the church family and broader community in Stratford. Motivated by the love of Christ for the world, we seek to meet the spiritual and practical needs of our community as we serve. We therefore aim to run / organise / enable activities that we consider to enhance the whole life of the neighbourhood and town as well as encourage appropriate community groups to use the facilities for the benefit of the local area.

**CONDITIONS OF USE FOR THE HIRING OF THE CHURCH PREMISES (INCLUDING THE WELCOMBE HALL)**

1. The premises shall only be used for the purposes stated in the original application and as agreed by the Church. **The Church sanctuary shall NOT be made available for the use of any secular activity – unless at the discretion of the leadership team.**
2. A booking form must be completed for each booking and the agreed fee / donation for the use of the premises must be paid by the date requested.
3. The user must ensure that, during the use of the premises, no activity considered inappropriate, or contrary, to the ethos and mission of the church takes place. This includes no smoking, raffles or gambling. No alcohol, illegal substances or demeaning material are allowed on the premises or within open spaces and car parking areas within the church boundary.
4. The user must not allow any profit making / fund raising activities without prior consent. Any requests should be made to the church office with at least 2 weeks notice.
5. Stratford Baptist Church retains control, possession and management of the premises and the user has no right to exclude the church from the building. The church reserves the right of entry of its personnel to any room in use by the user during occupancy whilst acknowledging that as little inconvenience as possible will be caused to the user.
6. The user must note that priority of use will be given to church events. If a booking needs to be cancelled, at least one months notice will be given where possible. Funerals may result in cancellation of prior bookings at shorter notices and this must be respected.
7. The premises may only be used by the organisation and for the purpose and during the period indicated on the booking form. The user will not have access to any equipment or part of the premises which are not in the agreement.
8. The church premises are staffed on a limited basis. A keyholder from the church will open / lock up the premises 10 minutes before and after the times agreed with the user.
9. If there has been any damage to the premises, furniture or equipment used by the user (other than wear and tear) the user will be responsible and Stratford Baptist Church is entitled to charge for rectifying such damage. The user has a responsibility to notify the church of any defect in the premises or in any of the church’s furniture or other equipment in the premises.
10. The user is not to attach any fixtures or fittings to the structure of the premises. No additional furniture or equipment is to be brought onto the church premises without prior consent. If allowed it cannot be stored at the church and must be removed after the user has vacated the premises. All electrical equipment brought onto the premises is to have an approved safety certificate.
11. If use of the kitchen and equipment is required in either the church or Welcombe Hall this should be made clear on the booking form. The user will be responsible for providing their own consumables (tea / coffee / milk / sugar etc). The user will be able to use crockery and cutlery from the church. All breakages must be paid for and should be recorded in the breakages book in the kitchen. No children are allowed in the kitchen at any time. No nappies are to be put in the bin in the kitchen. These are to be placed in plastic bags and disposed of in the bin at the side of the church building.
12. After the use of the premises it must be left in a neat and tidy condition with furniture and equipment left in the same position as at the commencement of the hire. Any toys used are to be returned to the appropriate storage cupboard.
13. Use of the car park is limited and must be made clear at the time of booking if required. Such approved parking spaces shall only be used whilst the premises are being used for the agreed periods and at no other times. Cars should be parked at all times so as not to inconvenience the movement of vehicles of other church users**.** All cars must be removed immediately after the premises are vacated by the user.
14. It is the responsibility of the user to ensure that the premises are safe and suitable for the purposes for which they intend to use them. Users are responsible for their own first aid provision but first aid kits are available within the church building. All accidents must be recorded in the accident book and reported to the church administrator.
15. The user agrees that that the church accepts no responsibility for injury or loss to persons or property arising out of use of the premises apart from such injury or loss which arises from the church’s responsibility for the general maintenance of the premises. The user will keep the church indemnified against claims for which the church is responsible including accidental damage cover to equipment stored on the premises. **All users, where appropriate, are required to obtain their** **own Public Liability Insurance. A copy of this document is to be supplied to the church office for retention.**
16. The user will comply with the provisions of the church’s Health and Safety Policy, including the procedures in place regarding fire safety and health and hygiene regulations in the kitchen and agree to undertake any training in these if requested. The user has a responsibility for following these procedures and will ensure that all those using the premises are aware of the appropriate safety procedures.
17. Where the premises are to be used by children, young people or adults at risk, the user is required to:
* Provide confirmation of up to date safeguarding policies and procedures;
* Ensure all paid staff and volunteers have been subject to DBS checks in line with national government guidance.

Refer to: ( https://www.gov.uk/government/collection/dbs-checking-service-guidance-2).

* Be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.

 18. All regular bookings and charges will be reviewed annually so that notice can be given of any required changes. If for any reason the church or user needs to terminate the booking agreement, at least 3 months notice should be given. The church reserves the right to terminate the agreement at any time if there is a breach of these conditions by the user.

 19. If any further information is required on the above conditions or other aspects of the use of the church premises, then contact should be made with the church office. Tel: 01789 414205.

 **I have read, and agree to these conditions:**

**Name: …………………………………………………… Signature: ………………………………………………**

 **Organisation: ……………………………………………………………………………………………………………….**

 **Date: ……………………………………………………….**

**(Document prepared December 2018)**