

SwH Church Hall

General Rules For Use Of SwH Church Hall

The Elspeth J. Thompson Memorial Trust (Slyne-with-Hest Church Hall) *Registered Charity No 1175313*

Chair: Mrs M Eagles Secretary: Mr D Ruddick, 24 Station Road, Hest Bank, Lancaster LA2 6HP

1. General:

- 1.1. SwH Church Hall belongs to The Elspeth J. Thompson Memorial Trust (Slyne-with-Hest Church Hall) for the use of the Anglican and United Reformed Churches of Slyne-with-Hest and their organizations, and for the wider community. Hirers are requested to treat it with respect.
- 1.2. Management of SwH Church Hall is vested in the Trustees.
- 1.3. The Trustees reserve the right to refuse entry to individual members of the public without having to give reason.
- 1.4. In general, bookings will not be accepted from any person or group whose aims and objectives would bring the Churches into disrepute.
- 1.5. The Trustees reserve the right to inspect the Hall and any activities at any time.
- 1.6. Hiring of the Hall does not include the grassed area between the Hall and St. Luke's Church which is consecrated land belonging to the Church. Use of this land will require the permission of St Luke's Parochial Church Council.
- 1.7. The Trustees have applied to have the Hall recognised as a FairTrade Hall, and as far as practicable all tea, coffee sugar and other goods supplied by the Trust or Hall management will be of FairTrade origin. Hirers are urged to respect this and where they supply their own tea, coffee, etc to use only goods which are marked as FairTrade.

2. Hours of opening:

The Church Hall is available for use from 8.30am to 10pm daily. The Church Hall may be used outside these hours only with the written consent of the Trustees.

3. Booking:

- 3.1. Application for use of the Church Hall shall be made through the Hall website. Such application will be reviewed and approved by the Trustees or their appointee.
- 3.2. The right to refuse any application for the use of Church Hall facilities is reserved to the Trustees or their appointee, provided that such action is reported to the next meeting of the Trustees.
- 3.3. The Trustees may refuse an application to use the Hall if the use by an organisation or individual presents a risk of public disorder or of alienating the Trust's beneficiaries or supporters.

4. Fees:

- 4.1. Fees will be as set out in the Booking agreement and should be paid to the Trustees or their appointee unless otherwise advised.
- 4.2. The Trustees will normally review charges for the Hall facilities on an annual basis in January. Any changes will be advised to Hirer prior to implementation.

5. Licences:

- 5.1. The Church Hall is applying for a Premises Licence. Details of the provisions of the Licence will be obtainable from the Trustee Secretary, or by consulting the copy in the Church Hall.
- 5.2. There are neither Copyright or Music licenses to cover reproduction of recorded music for events. If music is to be used in connection with any activity, it is the responsibility of the Hirer to check whether licences are required for any of their proposed activities and if necessary to obtain these at their own expense.
- 5.3. Neither the Hall nor the Trust possesses a TV licence, and for any use of devices (e.g., iPhone, iPad, etc) which relay broadcast television, reproduction of which requires a licence, Hirer must have a valid TV licence.
- 5.4. Hirer is responsible for any costs, expenses, damages, etc., arising from breach of copyright of any nature arising from their activities.

6. Insurances:

- 6.1. The Trust hold insurance cover against any claims arising from their own negligence.
- 6.2. The Hirer shall indemnify the Trustees for the repair of any damage done to any part of the Hall including the exterior area or the contents of the building during or as a result of Hirer's activities. This indemnity will include claims by Third Parties. A deposit to cover any Insurance excess on the Trust's Policy may be requested.

- 6.3. Church Groups must have approval from either St. Luke's PCC or the URC Church Meeting in order that the activity is covered by the Church's Insurances. Otherwise the Group must have their own liability insurance.
- 6.4. Outside groups using the Hall must have their own liability insurance, and sight of the policy or schedule and receipt for premium paid will be required prior to commencement of the Hire (a copy of these documents may be taken for record purposes). It may be possible to arrange an extension to the Hall Insurance to cover the activities of outside groups, but acceptance of this is at the discretion of the Insurer and any extra premium will need to be met by Hirer. Any excess payable as part of a claim arising from Hirer's activities will be charged to Hirer.
- 6.5. Individuals making bookings, for example for children's parties, will be covered by the Hall Insurer provided that the hire is not for use by an organised group. Any outside entertainers, etc will still need to provide third party insurance cover to the Hirer.
- 6.6. In the event of any incident or allegation of incident, it is Hirer's responsibility to inform their Insurer. Hirer must also inform the Trust or their appointee approving the booking, in writing of any such incident or allegation.

7. Capacity:

The maximum number of people allowed in the various parts of the Hall (including Hirer and helpers) are as follows:

Main Hall: 150, (cinema type seating arrangement),
 Cafe Lounge: 40,
 Meeting Room: 20

and on no account shall these numbers be exceeded.

8. Health and Safety, etc. requirements:

The Trustees will endeavour to ensure that the Hall and equipment are kept in good order, and will provide generic Risk Assessments for Fire and General Health and Safety (attached to this document).

However, Hirer **MUST** carry out risk assessments appropriate to the activity for which the Hall is being hired. It should be noted that this requirement is based on Statutory legislation and advice from Lancashire Fire and Rescue Brigade. ***Copies of such Risk Assessments must be given to the Trust or their appointee***, to whom any concerns or issues must be reported.

Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents.

In particular:

- 8.1. the Hall is a No Smoking area, this extending to the Car Park in front of the Hall, and to the landscaped area to the Manor Close path;
- 8.2. obstructions must not be placed in gangways or exits, nor in front of emergency exits which must be immediately available for free public exit;
- 8.3. fire-fighting appliances shall be kept in their proper place and only used for their intended purpose;
- 8.4. the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Trust or their appointee;
- 8.5. in case of emergency the nearest payphone is located adjacent to the Post Office on Manor Lane. It is highly recommended that Hirer should have a mobile phone available for emergency calls.
- 8.6. highly flammable substances shall not be brought into, or used, in any part of the premises;
- 8.7. no internal decorations of a combustible nature shall be undertaken or erected without the consent of the Trustees;
- 8.8. heating of the Hall is by an underfloor system, and the controls on the heating system must **not** be altered;
- 8.9. no unauthorized heating appliances shall be used on the premises;
- 8.10. the First Aid box, located adjacent to the hatch in the kitchen, shall be readily available to all users of the Hall. The Booking Secretary shall be informed of any accident or injury occurring on the premises and any use of the First Aid box;
- 8.11. all electrical equipment brought into the building shall comply with the current Electricity at Work Regulations and have PAT test tags. Evidence of testing may be requested prior to any use;
- 8.12. all relevant food health and hygiene legislation and regulations must be observed. In particular, where the Hirer prepares or has food prepared within the kitchen or anywhere else for cooking on the

premises. Food prepared elsewhere and brought into the Hall may be kept hot whilst awaiting serving (for example, hot-pot suppers).

- 8.13. Because of the nature of use of the Hall and the kitchen facilities, no guarantee can be given as to the presence or otherwise of any allergens, and any kitchen user must assume that the kitchen equipment is NOT allergen-free.
- 8.14. Children are not allowed in the kitchen except under very close supervision.

9. Supervision, etc:

- 9.1. The Hirer or primary person in charge of the activity shall not be under 18 years of age, and shall be on the premises for the entire period of hire, or duration of the activity.
- 9.2. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision.
- 9.3. Standing instructions for action in event of fire are posted on the Hall notice board. All persons in charge or on duty must be informed of the procedure for evacuation of the premises and be familiar with the fire-fighting equipment available.
- 9.4. Hirer is responsible for setting up rooms or Hall in the format required, and for putting seats, tables etc back into the correct storage after use.

10. Safeguarding

- 10.1. The Trustees operate an active Safeguarding Policy for children and vulnerable adults. All activities must conform to appropriate Children Act supervision requirements, and other current appropriate legislation, and groups/individuals must have and must operate to their own individual supervisory regulations.
- 10.2. Hirer is required to complete the appropriate Appendix (1 or 2, depending on the organisation) to this document prior to the commencement of any hire.

11. Keys:

- 11.1. Keys for the Hall are normally made available to Hirer from a key case adjacent to the main door. There will be 2 key cases and Hirer will be given access to only one, for which Hirer will be given a code number. The key must be removed to unlock the door, and then replaced in the case, the cover closed and the combination number jumbled immediately.
- 11.2. For long term hires, the Trust may issue a key to the Hall to be retained by Hirer for the duration of the hire agreement. This key must be kept safe at all times and must not be identifiable (e.g., with a name tag showing the name of the Hall).
- 11.3. Keys must not be passed on to a third party, nor may duplicate copies of keys be made. Loss of keys must be reported immediately to the Trust Secretary. A charge will be made for replacing lost keys.
- 11.4. Keys (except those replaced in the keycase) must be kept in the possession of the keyholder at all times while in the building, and must not be left in doors or lying around.
- 11.5. Hirer is responsible for checking that all fire doors are securely locked at the end of the activity and for locking the main door. The door key shall be returned to the keycase after use and the combination number jumbled.

12. Storage and personal property:

- 12.1. The Trustees cannot accept responsibility for damage to, or the loss or theft of property and effects belonging to Hall users.
- 12.2. The Trustees may grant permission for the overnight storage of goods and equipment brought to the Hall for a particular function or event. However, permission must be obtained before goods or equipment are left or stored at the Hall for longer periods. Any such storage will be at user's risk, and appropriate insurances should be taken out by the owner.

13. Betting, gaming and lotteries:

No collections, betting, gaming or lotteries shall be conducted in the Hall unless conducted as fund-raising (e.g., small raffles or tombolas), without the permission of the Trustees.

14. Car Parking:

Parking space in front of the Hall is limited. Hirer should therefore encourage users to park on adjacent roads, thus reserving space in the Car Park for disabled users.

Hall users should be encouraged to park with care and consideration for other road users and those living close to the Hall, especially when leaving during the late evening or at school leaving times.

15. Intoxicating liquor and drugs:

There is no Liquor Licence held by the Trust. No intoxicating liquors are permitted to be bought or sold on any part of the premises without the prior permission of the Trustees. Sales must only be carried out by the holder of a Personal Licence.

In particular, alcohol shall not be served to any person deemed to be intoxicated or under the age of 18. No illegal drugs or substances shall be brought onto the Hall premises, including the adjacent land.

16. Nuisance:

- 16.1. Hirers of the Hall are responsible for ensuring that the noise level of their activities is not such as to interfere with other activities which may be going on elsewhere in the Hall, and not to cause inconvenience for the occupiers of nearby houses. This is especially the case where events are allowed to carry on past the normal 10 pm finish time.
- 16.2. Use of explosives, pyrotechnics and fireworks which could cause disturbance to surrounding properties is not allowed either inside the Hall or on the land adjoining.
- 16.3. Litter must not be left in or about the Hall or Car Park, and must be tidied away into the waste bins provided. All waste bins within the Hall shall be emptied into appropriate Council bins, sited to the rear of the Hall, at the end of Hirer's activity. The Council bins must not be brought into the Hall.
- 16.4. Except for trained guide dogs for the blind, animals are not permitted in the Hall except with the prior permission on the Trustees.

17. Cancellation:

- 17.1. All arrangements for the use of the Church Hall facilities are subject to the Trustees reserving the right to cancel bookings when the premises are required for special events as determined by the Trustees, in which case the Trust's liability will be limited to the refund of the hire charge.
- 17.2. In case of cancellation by the Hirer, the hirer may be liable to pay the total hire charge to the Trust. Should Hirer wish to cancel the booking prior to the date of the event and Trustees are unable to determine a replacement booking, the question of payment or repayment of fees shall be at the discretion of the Trustees.
- 17.3. The Trustees reserve the right to cancel immediately any booking in the event of any breach of these Rules or of the Hiring Agreement without any repayment of any fees.

18. End of Hiring period:

At the end of each hiring period the Hirer shall ensure that:

- 18.1. All areas of the Hall being used are to be left in a clean and tidy condition, and any equipment temporarily moved from its normal or storage position is replaced.
- 18.2. All spills are mopped up.
- 18.3. All chairs and tables which have been used shall be neatly stacked away, ensuring that chairs are not dragged over the floor.
- 18.4. All electrical system (lights, sockets, etc) are switched off.
- 18.5. All windows, internal doors, and fire escape doors are closed and locked where appropriate.
- 18.6. All rubbish is removed (see 16.3 above).
- 18.7. Premises are secured and locked.

Appendix 1:

**Groups and Individuals hiring SwH Hall
Safeguarding (Child and Vulnerable Adult Protection)**

The Trust has and operates an active Safeguarding Policy, in accordance with the requirements laid down by legislation on the protection of children and vulnerable adults.

As owners of the property, the Trustees are anxious to ensure that all children and other vulnerable people using our premises are safe. The Trustees draw your attention to the need for you to ensure that children and vulnerable adults for whom you are responsible are also safe. The Trustees are insured against Public Liability, but are not responsible for the actions of hall users.

Please make sure that you -

- Know where the fire exits and fire extinguishers are
- Know where First Aid equipment is available if you do not provide your own
- Report any safety hazard to the Hall Manager as soon as possible
- Make sure that you have sufficient adults present at all times to supervise children present at your activity
- Make sure that children are not allowed onto the premises before the appropriate adults arrive or are left at the end of your event

The Trustees wish it to be clear that the care of children and other vulnerable people attending your event is your responsibility. Your use of the Hall is conditional upon this. You may wish to take this into account in considering insurance as well as safety.

If you wish to examine a copy of the working with children policy to assist you in deciding on your own arrangements, please ask the Hall Booking Secretary.

Please complete the attached form and return it to the Trustee Secretary before you use the Hall.

Name and Address of Organiser (Please Print)

.....

I understand that the care and safety of children, young people and vulnerable adults attending events I organise is my responsibility.

I have received a copy of the document explaining that this is so, and I accept that the use of the Hall is dependent on this.

SignedDate

Appendix 2:

**Organisations making use of SwH Church Hall
Safeguarding (Child and Vulnerable Adult Protection)**

The Trust has and operates an active Safeguarding Policy, in accordance with the requirements laid down by legislation on the protection of children and vulnerable adults.

As owners of the property, the Trustees are anxious to ensure that all children and other vulnerable people using our premises are safe. The Trustees draw your attention to the need for you to ensure that children and vulnerable adults for whom you are responsible are also safe. The Trustees are insured against Public Liability, but are not responsible for the actions of hall users. We ask each user group to register acceptance of this.

We recognise that your group will have its own appointments procedure and follows its own policy and procedures for work with children and vulnerable people.

Please make sure that you -

- Know where the fire exits and fire extinguishers are
- Know where First Aid equipment is available if you do not provide your own
- Report any safety hazard to the Hall Manager as soon as possible

The Trustees wish it to be clear that the care of children and other vulnerable people attending your event is your responsibility. Your use of the Hall is conditional upon this. You may wish to take this into account in considering insurance as well as safety.

Please complete the attached form to register your group and confirm your agreement. Please return it to the Trustee Secretary before you use the Hall.

Name and Contact Address of Organisation (Please Print)

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We understand that the care and safety of children, young people and vulnerable adults attending events we organise is the responsibility of..... (Name of organisation).

We confirm this organisation has its own appointments procedure, and policy and procedures for working with children, young people and vulnerable adults.

Signed Date.....

(Role in Group.....)