

**Greetings.**

Firstly, let me introduce myself. My name is Lloyd and I'm the vicar here at St Thomas's Church and The Dove Café. I am so thrilled that you, like me, love our values, our space and our people and have found it a welcoming and hospitable place to host your own community outreach.

An important thing is that we formalise the relationships that we have with outside organisations who use our space for their groups and meetings. This is to ensure that good safeguarding practice is followed, people are properly cared for and that we are confident that all activity is risk assessed and insured.

As an outside group, we trust and expect that:

- You have, and adhere to your own safeguarding policy,
- You have attended safeguarding training relevant to the vulnerable groups whom you work with,
- You have risk assessed your provision, and that,
- Your organisation has public liability insurance covering the work that you do here at The Dove Café.

As such, I ask that you complete and return the enclosed "External Organisation Café User Agreement".

You'll also find enclosed/attached a copy of our data policy.

It would be great to for the manager or I to have a face-to-face meeting with you as the representative of your organisation. I wonder whether you might email or call to book a time for a quick coffee at The Dove Café, where I, or the manager, can receive copies of your organisation's documents in person. My contact details are on the letterhead. The manager can be reached via [manager@thedove.cafe](mailto:manager@thedove.cafe)

I look forward to hearing from you, and I pray for your organisations work, and hope that St Thomas's Church and The Dove Café Limited can continue to bless it into the future.

Yours sincerely,

*Lloyd*

Revd Lloyd Davis,  
Vicar or St Thomas's Church, Holtspur and The Dove Café Limited.

### *Who this form is for*

This form is for external organisations who host externally advertised and accessible outreach work from The Dove Café Limited at St Thomas's Church, Holtspur and who do not pay a fee to use our space.

### *Terms and expectations*

As a user who is not paying to use our space(s,) please be aware that this user agreement is not a contract. The agreement can be terminated at any time by either party.

Please remember that our buildings primary use is as a place of Christian worship. As such we expect all users to respect the space as such and to be aware of their surroundings. In the following form, we will ask you for your organisations mission statement, and so will share ours with you. As a Church of England church, our primary mission statement is codified in law (The Parochial Church Councils (Powers) Measure 1956) and instructs that our role as a charity is: "promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical." As such, we cannot allow our buildings to be used for any work that might be considered contrary to our charitable objectives.

### *Your assurance to us:*

- That your team is safely recruited and trained for the work you do.
- That your team has received safeguarding training, and complies to your own safeguarding policy and processes.
- That your work with vulnerable adults and/or any children has been risk assessed and is insured.
- Your team will read, and adhere to our code of conduct.

### *Our assurance to you:*

- That we try our very best to always honour your booking time, and that the manager or supervisor will provide you with the pre-agreed space that you require.
- That you can expect good service, food and drink within a safe environment.
- That our team will adhere to our code of conduct.



- Please confirm that all of your staff and volunteers are aware of your organisations safeguarding policy and procedures. (You will need to provide a copy of your safeguarding policy.)
- Please confirm that all of your staff and volunteers have completed DBS checks to the required level for the work that they'll do.
- Please confirm that all of your staff and volunteers have completed relevant safeguarding training for the work they'll do at The Dove Café.
- Please confirm that all of your staff and volunteers have been trained for the work they'll do at The Dove Café.
- Please confirm that your organisation has completed a risk assessment for, or that includes, the outreach work you do at The Dove Café.
- Please confirm that your organisation has public liability insurance that covers the work you do at The Dove Café. (You will need to provide a copy.)
- Please confirm that you have the legal authority to provide the information in this form and to sign on behalf of your organisation.
- Tick here if your organisation requires any storage space at The Dove Café. We are able to store **ix standard 45 litre stackable storage box** for you, but cannot guarantee it is stored in a locked environment. Please do not use it to store any valuables or personal data. We cannot guarantee that we will always be able to offer you storage space, and will endeavour to give you at least 7 days' notice if we require items to be removed from our premises.

Signatory on behalf of the external organisation:

Signed on behalf of (name of organisation)	Date
Your signature	Please print your name

Signatory on behalf of the District Church Council of St Thomas' Church, Holtspur:

Role	Date
Your signature	Please print your name

Please enclose with the returned form:

- A copy of your organisations safeguarding policy.
- A copy of your organisations public liability insurance document covering the work your organisation does at The Dove Café.

We will provide you with:

- A copy of our safeguarding policy.
- A copy of our code of conduct.