

St John's United Reformed Church, (URC) Premises,

Hiring Terms and Conditions – March 2026

The Caretaker has authority to deal with all situations in the first instance. If however, a dispute arises which cannot be resolved, it should be referred to the property officer. The Caretaker is John Wood, contact 07979 962008 or woodoffinucane@hotmail.com. If you cannot contact him then call Andrew Clare, Property Officer, 07734 396360 or Letting Secretary Jackie Pasifull, 07920 236566.

Good Practice/Safeguarding

A set of good practice guidelines have been prepared by the URC, GP6. A copy is available in the Link foyer or on the URC website. The group leader is requested to make time to review the good practice guidelines, in particular with respect to child protection. The group leader should communicate relevant information to the rest of the group.

All groups that are responsible for those under 18 years of age must provide St John's with a copy of their Safeguarding Policy.

Operation.

- All users of the halls and premises must agree with the Hall Lettings Secretary which halls/rooms are to be used between which hours. Times requested must allow for setting up and clearing away. Once agreed, changes must be approved by the Hall Lettings Secretary to ensure clashes do not occur.
- Access to the car park and premises must not be earlier than 15 minutes before the agreed hire time. At times the car park may be full and alternative locations should be found, taking care to avoid parking restrictions in surrounding roads.
- Codes to access the premises will be notified 24 hrs before the hire date.
- All members of all groups must familiarise themselves with and comply with various warning and information signs located around the building.
- Proper supervision must be provided in all rooms used and elsewhere about the premises. The activities of users of other halls and rooms and the interests of our neighbours must be respected at all times.
- The kitchen and coffee bar in the Link are only to be used for the preparation of food and drinks and the washing up of crockery and utensils.
- All rooms, including the toilets and kitchen are to be left clean and tidy and all equipment is to be put away in its proper place. Anything borrowed from another room must be returned to that room.
- Storage of any items of equipment may only be agreed under the terms of our Tenancy at Will Agreement a copy of which can be requested from the Hall Letting Secretary. This in turn has to be approved by The URC Southern Synod.
- The premises must be closed no later than 11.30pm unless special arrangements have been agreed in advance with the Caretaker and the Hall Lettings Secretary. All music to stop no later than 11pm.
- Any damage to fixtures and fittings, or any breakages of equipment or utensils must be reported to the Caretaker, so that repairs or replacements can be put in hand.
- Organisations must not arrange for delivery/removals around times at which services are taking place. On Sundays no deliveries/removals/set up should happen before 1pm.
- There is no TV licence held for the premises so TV viewing is not permitted.
- Blue tack or its equivalent, selotape or glue must not be used to affix any notice to walls or doors.
- Alcohol in the form of beer, sherry or wine is acceptable for social functions, but only within the confines of the premises. Spirits must not be consumed anywhere on or about the premises. Smoking is not permitted anywhere on the premises.

- Discos and loud music are not permitted in any of the rooms or halls. This is a long standing arrangement with our neighbours in Lynwood Grove.
- From time to time the Church needs to have use of all of the premises. Prior notice will be given.
- Occasionally the church may need to cancel a booking due to circumstances eg a funeral or local election – as much notice as possible will be given.

Safety and security

- All users, especially leaders of organisations, must familiarise themselves with fire and security systems, first aid equipment and locking up procedures. Security of any group is the responsibility of the organisation leader.
- On no account should fire doors be opened for access unless there is an emergency.
- In the event of a fire, activate a relevant alarm, ensure that the fire brigade is called and evacuate the premises ensuring that all members of your group are accounted for at the muster point on Hillview Crescent. Do not return to the premises unless instructed to do so by a member of the emergency services.
- CCTV is in operation on the premises for safety and security.
- It is the group leader or main hirer who is responsible for checking, if they are last to leave the premises, that all windows are closed, lights switched off, except security lights, and that **all** exit doors are locked. The car park gate should be closed and locked by the last group/hire to leave.
- No flammable or toxic substances, including gas under pressure shall be stored on any part of the site.
- Parking spaces are marked and when they are full, further vehicles may use the car park providing owners of blocked vehicles are aware. There are two clearly marked disabled bays; these are only to be used by people in possession of a current blue badge.
- Under no circumstances should anyone interfere with, or alter, any electrical installation, or attempt to remove, or replace any fuses, bulbs, tubes etc.
- The lift for the disabled must only be used by disabled persons and/or their attendant. Under no circumstance should children be allowed to operate it. Operating instructions are clearly posted on the wall beside the lift. The caretaker will also provide advice if requested.
- Insurance is in force, in respect of equipment owned by the Church, but no responsibility can be accepted for loss or damage to equipment belonging to affiliated groups or outside organisations.
- It is a condition of our insurance that all items of small electrical equipment brought into the property has been PAT tested. It is your responsibility to ensure that PAT testing has been carried out and is up to date.
- Liability cover is also in force but, again, the Church can accept no liability for loss or injury caused by or to members of outside organisations.
- For those hiring for a one-off event - eg party please ensure you have read the document regarding use of equipment – bouncy castles, inflatables etc
- In the event of accident or injury occurring on the premises, the leader in charge must notify the caretaker. Also he/she must enter details of the accident in the accident book which is kept in the office. On no account must any admission of liability be made, nor should any offer of compensation be made or discussed.