**Baxenden St John and Accrington St Paul (JohnPaul Parish)**

**The Parochial Church Council (PCC) Hire of Church Hall, Lounge and Premises Policy**

1. **Primary Intent**
2. The Churches, Community Centre and Hall, of Baxenden St John and Accrington St Paul are important buildings, and a significant part of the history and the heritage of the parish. The PCC and its Officers are responsible for maintaining them for use and enjoyment by future generations.
3. The PCC is committed to enabling community use of its facilities in line with its own Mission Statement and priorities.
4. We consider that our buildings, and use of them, are part of the mission of the church in this parish and welcome use of the building by groups of all faiths and none where they do not conflict with our own Christian faith and belief.
5. As a parish we have our own policies and procedures to ensure the safety and security of all who use the facilities. Groups which hire the hall should be able to show that they have similar policies and procedures and insurance in place and produce these if requested prior to any Hiring is agreed and afterwards within a timescale requested by the PCC or its Officers.
6. The PCC reserves the right to use the facilities for church related functions
7. **Letting Restrictions**
8. Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church’s regular activities. The PCC may request references from a new user before agreeing a booking.
9. We will not, however, accept bookings for activities which conflict with the Christian gospel and the Church’s Vision Statement; which will prevent our regular activities from functioning in full or which promote any political party or opinion. The Church reserves the **right to refuse requests** for hire by groups or for activities which, in the opinion of the Church, are either contrary to the purposes and beliefs of the Church of England, or where the Church considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. The final decision will be ade by the Ministry Team in conjunction with the Incumbent.
10. **No acts of worship, other than Christian worship, are permitted on the premises**.
11. Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.
12. We will not normally hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 14 – 21.
13. Lettings will not normally be taken for events likely to create noise or other nuisance to neighbours, e.g. where a live band is involved.
14. Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises; so as not to cause a nuisance to neighbours and including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
15. The Hirer shall, during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons. In order to properly be responsible, the Hirer shall be present for the full duration of the hire period. If the Hirer is not physically present, someone else who will be present must hold that responsibility and their names and contact details given to the Hire of Rooms Secretary prior to the commencement of the Hire Period.
16. The Hirer shall not sub-let the premises or use the premises for any unlawful purpose or in any unlawful way. They shall not bring onto the premises anything which may endanger the premises or their use, including fireworks or other explosive substances or anything which may invalidate any insurance policies relating thereto.
17. **Access and Security**
18. The PCC does not employ a full time caretaker, therefore the Hirer is responsible for all setting up and putting away of any equipment used at the end of the session (unless otherwise agreed by the PCC). If the Hirer requires access at any time other than the actual period of hire applied for the Hirer must contact the Hire of Rooms Secretary to gain permission. No access to the Premises is permitted without such permission.
19. Any letting of the premises will require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order. The name address and telephone contact details of such person must be provided to the Hire of Room Secretary prior to the letting being agreed. The premises must not be left unattended during the period of the booking.
20. If a key is provided, then this must be safeguarded at all times and returned to the Hire of Room Secretaries as soon as is as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the Hirer’s responsibility to ensure that all fire doors and windows are closed, all doors locked, and all lights switched off (including the toilets) at the end of the letting period.
21. The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.
22. The Hirer should not unplug the WiFi router or any other electrical equipment.
23. **Health and Safety**
24. Whilst the PCC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire. This includes
25. the presence of a suitably qualified First Aider if necessary. First Aid boxes are located in the Kitchens at St John’s and at St Paul’s in the Hall.
26. Compliance with all relevant Government Guidance relating to safe use of the premises for the proposed use
27. Any accident involving personal injury must be reported to the Hire of Rooms Secretary and be recorded in the Accident Book which are kept next to the First Aid Kit.
28. All entrances and exits must be kept clear at all times and the number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed

St John’s Nave (Church): 240 people standing and 150 seated

St John’s Narthex (Lounge): 50 standing and 40 seated

St Paul’s Church Hall (Community Centre): 110 standing and 80 seated

1. The Hirer will be responsible for ensuring that any relevant Security, Fire, Risk Assessments and Health and Safety requirements for the Premises are met.
2. The Hirer shall reimburse the PCC in respect of the cost of repair of any damage done to any part of the premises including the surrounding land (church grounds) or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
3. The Hirer is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises, not the PCC. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them
4. **General**

1. A strict No Smoking policy, including vaping, applies to all rooms (including toilets) in all the premises. Both the lounge at St John’s and St Paul’s Community Centre are fitted with smoke detectors.

1. Any advertising material must be submitted to the Hire of Room Secretaries for approval and if needed, passed to the Incumbent or the Standing Committee of the PCC. All such material must clearly display the name of the person or organisation responsible for the event.
2. No adhesive or fixing material may be used which may damage the fabric of the premises.
3. All rubbish must be taken from the premises by the Hirer and can be deposited in the outside refuse bins. No food or drink must be deposited on the ground outside the premises
4. **Responsibilities**
5. The PCC will be responsible for providing facilities as agreed in good working order throughout the letting period.
6. The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use.
7. The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting. During the period of hire, the Hirer is responsible for the orderly behaviour of guests/members on the premises.
8. The Hirer shall ensure that there are sufficient staff available to supervise any children and young people involved in accordance with Government guidance.
9. The Hirer must leave the premises in a clean and tidy condition with all equipment removed or stored in areas agreed by the PCC so that it is ready for any future use by other Hirers or for church related activities. In particular
10. Losses, breakages and damage must be reported, and paid for in full.
11. All lights switched off and all water taps turned off

(3) Hirers may rearrange tables and chairs in the premises, but must clean and return them to their original places immediately at the end of the letting.

(4) All internal doors closed, all external doors closed and locked

(5) All electricity sockets switched off and leads unplugged

1. **Insurance**
2. It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected by the PCC does not extend to a Hirer’s liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises. It is essential that the hirer obtains adequate Public Liability Insurance for the hiring throughout the period of hire. (This is usually insurance up to £5,000,000). A copy of the insurance must be produced to the Hire of Room Secretaries and agreed by the Hirer before the letting is agreed.
3. This may not be required for children’s parties and family gatherings
4. **Safeguarding**
5. The PCC has adopted the Diocese of Blackburn’s Safeguarding Policy. It is the responsibility of the Hirer before the letting is agreed to either to provide a copy of their own safeguarding policy for approval or sign that that they are willing to abide by the Parish’s safeguarding agreement. The Hirer must agree that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority. The Parish Safeguarding Officer, Michael Ledwith johnpaulparish.safeguarding@gmail.com must also be informed.
6. **Compliance**
7. The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and is specifically forbidden to use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.
8. Failure by the Hirer to comply with any or all the terms of this Policy document and the Premises Hiring Agreement where applicable, whether intentionally or not, may be deemed by the PCC to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire security deposit.
9. **Administration**
10. Bookings of the premises will be administered by the Hire of Room Secretaries. This includes the acceptance and declining of bookings in consultation with the Ministry Team and in conjunction with the Incumbent if necessary.
11. The Hirer shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise. If the Hirer is more than 30minutes late leaving an extra hour will be charged.
12. All payments should be received a minimum of 3 days before the date of hire.
13. Alternatively to rules stated in paragraph 10b Block Booking (bookings taking place on a regular basis) of the premises or part thereof should be agreed a month in advance of the commencement date and a standing order could be set up within that period to ensure that payment is received a week in advance of each session. Cancellation fees will be at the discretion of the PCC.
14. The Hirer shall pay the balance of fees due before the conclusion of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.
15. All agreements will be reviewed yearly.

**Baxenden St John and Accrington St Paul (JohnPaul Parish)**

**Hiring Agreement**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Contact name and responsible person  |  |
| Address |  |
| Telephone Home  Mobile |  |
| Email |  |
| Proposed Use Including numbers  |  |
| Date(s) required | From To |
| Time(s) required  | From To |
| Rooms Required(please indicate) | St John’s Lounge (Narthex) or Main church (nave)St Paul’s Church Hall (Community Centre) |
| Safeguarding (Delete which does not apply) | There is a Safeguarding policy for the organisation and a copy is produced   OR I agree to comply with the provisions of the Blackburn Diocesan Safeguarding Policy adopted by JohnPaul Parish   |
| Insurance | The organisation has appropriate Insurance for the proposed use and a copy is producedORInsurance is not required (eg Children/ Family Parties) |

All agreements for regular bookings will be reviewed annually.

I consent to the information on this form being processed by JohnPaul Parish in accordance with the terms of its Privacy Notice a copy of which is available on its website.

Signed
*( A typed signature is acceptable)*

Name

Date

Please return this form and documents by email to:

St John’s: Marion Wilkinson marionywilkinson@hotmail.com

St Paul’s: Kath Jones: mini1108k@outlook.com

Forms must be received a minimum of 3 days before the booking.