

# Regulations for Hiring of Trowell Church Hall & Grounds

## Applicable to all users of the Hall

### *During and After Use of Hall*

- \* The hirer is expected to **leave the premises clean and tidy, turning off lights and taps, and shutting all doors. The floors should be clean and no changes made to anything on the walls.** The layout should be as the hirer found it. No nails, hooks or fastenings should be put on any part of the building apart from designated notice boards.
- \* **Bins should not be left full** but emptied in the outside wheelie bins. Broxtowe Council will only remove rubbish placed in the wheelie bin. Therefore hirers are required to take away any excess waste if there is insufficient room in the bin
- \* The hirer shall be responsible for any damage to the property and contents during the hiring period and damage which may occur to the property of others whilst they are using our premises. Losses, breakages and damage must be reported and paid for in full.
- \* The hirers shall have the responsibility of ensuring that no annoyance or inconvenience is caused to occupiers of nearby properties and others. Noise/music must be kept at a level acceptable to those living nearby especially when windows open. All outdoor activities are to be held at the back of the Hall. The front car park is not to be used for this purpose.
- \* The hiring shall be strictly limited to the use for which the premises are booked and to the room(s) booked and within the hours agreed with the Secretary of the Church Hall Committee.
- \* All entrances and exits must be kept clear at all times.

### *When booking, please note:*

- \* The hirer shall be over 21 years and not from an unlawful or extremist background. The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials
- \* All lettings must finish by 10.45pm. Permission to extend beyond this time will only be given in exceptional circumstances.
- \* Bonfires are not permitted in the Church Hall Grounds at any time except with the prior agreement of the committee. You should consult about any use of candles or naked lights and if permission is given then you must make sure that they do not drip wax onto floors, walls, fittings or furniture.
- \* The consumption of **intoxicating liquor is not allowed** anywhere on the premises without prior agreement. The sale of alcohol is not permitted. Inside the Hall is a non-smoking area, including toilets.
- \* Hirers/Users are responsible for the good and appropriate behaviour of those who come. Gambling is not permitted on the premises. No large play equipment can be brought into the Hall without prior agreement.
- \* Sunday lettings are not permitted for the holding of a social event without prior agreement. You may not sub-let or assign your letting.
- \* **All hirers are responsible for having appropriate public liability and indemnity insurance, and appropriate Safeguarding, Environmental and other policies.** The church shall not be responsible for any loss or damage to property arising out of the hiring or for any loss, damage or injury, which may be incurred by or be done or happen to any person or persons resorting to the hall during the hiring, arising from any cause whatsoever
- \* **Cancellations will be accepted, but we require at least 7 days notice. Exceptional circumstances will be taken into consideration.**
- \* Users/hirers must have in mind the provisions of the Children's Act at any event involving children - and may need DBS checks. Users/hirers must abide by the law regarding such things as Child Protection, Health and Safety and COSHH, Food Safety, Fire, and Copyright Regulations. For sleepovers, there should be no outside activity after 10pm or before 8.30am, respect for neighbours is vital. We do not usually accept bookings for teenage parties.
- \* The Rector and Churchwardens, through The Church Hall Committee, reserve the right to refuse any application for hiring and to cancel existing bookings should they deem this to be necessary, and are not obliged to state a reason for refusal or cancellation. The premises cannot be used for any religious activity that is not Christian. The Rector, Churchwardens or Church Council shall in no way be liable for loss or damage to property, including motor vehicles, belonging to hirers or persons using the premises
- \* The kitchen is reserved for catering purposes only, in line with Hygiene Regulations and may not be used for any other activity. Applications for use to be made to the Bookings Secretary. The committee reserves the right to make an additional charge for the use of the kitchen facilities except when required for tea or coffee making only.
- \* Arrangements for the opening and locking of the premises are to be made with the Booking Secretary. We do not have a full-time caretaker and so you may be loaned a key to lock up when you finish which you need to return.
- \* Any concerns with the building to be raised immediately with the Caretaker and Rector.
- \* The Rector and Churchwardens, through the Church Hall Committee, reserve the right to vary the above conditions of hiring at their discretion

# Regulations for Hiring of St Helen's Church Trowell

## Applicable to all users of the Church

*The regulations for use of the Church Hall, above, also apply for use of the Church building as a premises for hire.*

In addition:

- Hirers should note that St Helen's is an important historic building and the Church Council have the responsibilities for promoting their use by the Church and wider community, and also of maintaining them for use and enjoyment of future generations. Hence no changes may be made to the fabric of the building and nothing removed from the building.
- The building is used as a place of worship and should be respected as such
- The area around the altar-table at the East End is not available for any use apart from Christian worship.
- The building is not suitable for parties and no alcohol should be consumed on the premises. The Church Hall is appropriate in these cases.
- The Audio Visual system is available for use in the Chancel or Nave, at extra cost, with information given on its use.
- The small kitchen area is available for the making of refreshments. It is not suitable for cooking.
- The positioning of the chairs is adaptable although care should be taken to return them into the positions you found them and in stacking/unstacking them.
- Small tables are available in the lobby between the nave and toilet and should be returned there after use.
- It is only possible to have one group use the Church at a time, although use may be of the nave and/or chancel areas.
- Time is required each week to accommodate funerals, weddings and our drop-in time on Wednesday mornings. Reservations will need to leave time each week for these.

*Revised February 2018*