

ALL SAINTS METHODIST CHURCH RULES AND CONDITIONS FOR THE USE OF CHURCH PREMISES

There are a number of rules and conditions that apply when using All Saints Church premises.

1. The following are **prohibited** on Church Premises:
 - The possession and/or use of drugs
 - The possession and/or use of alcoholic beverage
 - SmokingAny person contravening this rule shall be required to leave the premises immediately.
2. **Raffles** are permitted, providing that no prize consists of cash or any type of alcoholic drink. Any other type of gambling is prohibited on the premises.
3. **Entrances**
 - Church entrance. This is located centrally on the east side of the building. This provides access to the Church, and should normally be used only for events taking place in the Church or as an emergency exit from the Hall.
 - Perry Room entrance. This is located at the southern end of the east side of the building, and is the normal entrance for users of the Hall, Perry Room and Upper Room.
 - Both entrances can be opened with the same key.
4. **Cycles** may not be brought into the building. It is strongly recommended that all cycles are locked before being left outside.
5. **Users are not allowed on the premises before the time booked**, and must vacate the premises at the end of their booked time. Hirers will be informed by the Bookings Secretary from where they may collect a key to the premises. Keys must not be copied, nor lent to anyone else. Keys must be returned when no longer required, as advised by the Bookings Secretary.
6. **Users must not permit the number of persons within the building at any one time to exceed the following:**

Main Hall	With seating and tables	90 persons
Main Hall	With no furniture	140 persons
Perry Room	With seating and tables	35 persons
Perry Room	With no furniture	50 persons
Upper Room	With furniture	10 persons

7. **Users are responsible for good behaviour by all persons attending their functions**, and must ensure that no nuisance is caused to nearby residents or the general public, or persons using other parts of the premises. Mutual consideration must be shown in shared areas, such as toilets and kitchens.
8. **Users may use only the areas as agreed by the Bookings Secretary** and no furniture or piano may be moved without prior permission.

9. **Tables and Chairs.** In the Main Hall, there are cupboards which contain tables and chairs. There are two types of chair – an all-metal chair, kept in one of the left-hand cupboards and a fabric-covered chair in a cupboard on the right. For activities which involve food or paints, users may use only the metal chairs.
10. **Fire Safety.** For all bookings users must appoint two people, or more if necessary, who will be engaged on fire safety duties. These people must have no other duties which might hinder their prompt action in the event of an emergency. They must familiarise themselves with the location and use of all fire-fighting equipment, the location of all fire-proof doors and fire exits, and identify a means of calling the Fire Brigade (for example, by using a mobile phone). **See attached plans of Fire Exits and Equipment.**
11. **Fire Doors.** Users must ensure that all fire-proof doors are kept closed, that fire exits are not blocked and that all passages and gangways between seats are kept clear.
12. **Emergency Lights.** There are emergency lights above or near all entrances. They are permanently lit and do not need any attention.
13. **First Aid.** Users should note that a First Aid box is located in the kitchen, in a cupboard marked with a green cross.
14. **Electrical Equipment.** Any electrical appliance which is left on the premises must be PAT tested. All Saints Property Committee will maintain a register of appliances, specifying their owner and date of testing. Appliances brought on to the premises for a particular event need not be PAT tested, provided the person bringing them remains in control of them at all times, and removes them promptly when the event is finished. Untested appliances must not be left on the premises untested, and must not be left overnight.
15. **In cold weather** all doors must be kept closed as much as possible, in order to avoid heat loss.
16. Spillages of all kinds must be cleaned up immediately. The cupboard which contains brushes, dustpans and mops is in the toilet area to the left of the Perry Room entrance. Users should bring all materials for washing up that they need, including washing up liquid, scourers and tea towels.
17. **Loss or damage:**
 - Users are responsible for any loss or damage to Church property occurring during use of the premises, or due to such use, and must fully compensate the Church in this respect.
 - Any such loss or damage which is known, including any use or misuse of fire-fighting equipment, must be reported to the Bookings Secretary as soon as possible.
 - The Church will not be held responsible for any loss, theft or damage to any user's equipment stored or used on the premises. Items stored on the premises are NOT covered by the Church's Insurance, and users are strongly advised to make arrangements for insurance cover.
 - Users are also strongly advised to insure themselves against accidents or personal injury whilst occupying the premises. NO claim can be made against the Church in such a situation.
18. **At the end of the booking:**
 - The room or rooms used must be left in a clean and tidy condition.
 - All tables, chairs and equipment must be replaced exactly as found.
 - If used, the cookers must be left clean, and any water heaters emptied of water.
 - All electrical equipment must be unplugged at the main socket outlet, and all lights except the emergency lights switched off.

- All windows must be securely fastened and all doors locked. The user must be responsible for locking external doors, unless these are also being used by another group which is still on the premises.

19. Rubbish

We now have one green recycling bin and one grey rubbish bin. They are kept in a recess on the southern side of the building (to the left of the Perry Room entrance). In the kitchen there is a green food waste container which may be used if there is room. Do not leave food waste in the kitchen area, and do not put it outside where it can attract the attention of rodents and other animals.

Rubbish and recyclable materials should be put in the appropriate bins, **but, if they are full, all materials must be removed from the premises and taken away by the users.** Do not put out black sacks, since they will not be collected.

20. Safeguarding Children and Vulnerable Adults.

The Church has adopted the guidelines laid down in the Safeguarding policy of the Methodist Church. A copy of the Statement of Safeguarding Principles, the Policy of All Saints Methodist Church and Safeguarding Form E are supplied to all hirers of the premises.

Hirers are also asked to note and abide by the following guidance when children are present.

- Always have at least two adults present with a group, particularly when it is the only activity taking place on church premises.
- Ensure there are an adequate number of adults, known personally to you, available to supervise the children (1 to 8 as a minimum).
- Ensure that children do not go into other rooms on their own or alone with an adult.
- Ensure that strangers do not gain unauthorised entry.
- Ensure that appropriate arrangements are made to deliver and collect children.

21. The user must at all times allow entry of an appropriate officer of the Church, and/or duly authorised officers of the Licensing Authority, for inspection of the property, and to ascertain whether these Rules and Conditions are being complied with.