

**The Parish of Chelmsford St Andrew
Church Hall and Church Building
Booking Policy**



1. Introduction

This document outlines the Policy of the Parish of Chelmsford St Andrew with regard to the letting of its Church premises. It sets out in detail the facilities available; how to book them; and the responsibilities that any potential user must accept.

2. Policy

2.1 General

The Parochial Church Council of Chelmsford St Andrew (hereafter called the PCC) sees the use of its church hall, church building and its facilities as a crucial part of its Mission to reach out to the local community. The PCC seeks to develop its buildings in ways that promote and project the needs of church and community.

Whilst wishing to be open and welcoming, the PCC represents Christian faith and a church who seek to support the advancement of the Christian faith. Therefore, the PCC states that any religious activity or ceremony that takes place in the hall must not be in conflict with the Christian Faith.

In considering any bookings the PCC must ensure that its buildings will be respected by the Hirer and will not be misused in any way. Any decision will have due regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking. The PCC reserves the right to accept or reject any booking. It may at its discretion require a suitable organisation or character reference to be provided before any booking is accepted.

2.2 Church Building Booking

St Andrew's Church Building is only available to book at the discretion of the Priest-in-Charge in consultation with the Churchwardens and PCC. If initial agreement is made between the Priest-in-Charge and Churchwardens a proposal will be put to the PCC for a final decision. If a decision needs to be made before the next PCC meeting, the Standing Committee will take responsibility of the final decision.

2.3 Church Hall Facilities and Booking

St Andrew's Church Hall have the following rooms available to hire:

- Committee Room
- Main Hall with the use of the kitchens and toilets included in the hire.

The Church Hall is available to be booked as a regular hire or a single hire, following the guidelines below:

Hours of hire

The hall is available 7 days a week, but events must not begin before 08:00 am and the hall must be vacated by 11:00 pm.

General

We do not have a caretaker and the hall is managed by volunteers; this limits our ability to host large social events.

Regular Hire

1. Local and national organisations that have full liability cover and whose objectives are not contrary to the aims, purposes or teaching of the Church of England.
2. The Church of England and the Diocese of Chelmsford. Only Anglican worship is permitted on the premises.
3. Local churches of a non-Anglican tradition that have a relationship with St Andrew's and require temporary use of the facilities. (Note 1).
4. Hirers that have the approval of the PCC or Standing Committee. (Note 2).

Single Hire

1. St Andrew's Church members.
2. Local residents who have an association with St Andrew's Church. (Note 3)
3. Activities related to St Andrew's church worship e.g., baptisms, weddings and funerals.
4. Deanery, diocesan and Church of England events.
5. Local and national organisations that meet the guidelines for regular hirers
6. Parties for children aged 3 – 11 years, who attend local schools. These parties must be held between 12:00 noon and 18:00 on Saturday afternoons, Sunday afternoons or during school holidays. They should be no longer than 3 hours in duration.
7. Baby showers. Between 12:00 noon and 18:00 on Saturday and Sunday afternoons. They should be no longer than 3 hours in duration.
8. Local churches of a non-Anglican tradition that have a relationship with St Andrew's and require temporary use of the facilities.
9. Events that have the approval of the PCC or Standing Committee. (Note 2).

Further Guidelines

The following activities are generally disallowed unless the hirer is a church member or has association with the church.

1. Children' Parties aged 1 – 2.
2. Teenage and adult parties.
3. Parties that involve cooking, food preparation or alcohol.
4. Parties more than four hours in duration.

Notes

1. Only Anglican worship is permitted but we allow local denominations, e.g., Catholics, U.R.C. etc, to hire the hall on a temporary basis, typically when repairs are being undertaken on their own premises.
2. This allows the Hall Booking Manager (hereafter called the HBM) and PCC some discretion. Examples are quizzes organised by school pupils to raise money for World Challenge and charitable causes; also, Chelmsford residents wishing to run craft events during the school holidays.
3. Examples are Little Fishes, Messy Church, Evergreen and Open-Door attendees.

2.4 Hall Booking Manager (HBM)

The HBM is appointed by the PCC to act on their behalf with regards to the day to day running of the church hall bookings, including the acceptance of bookings and invoicing. The HBM will be supported by a team of assistants. In the event of any dispute the final decision rests with the PCC.

2.5 Church Grounds

The church grounds are not available for hire and can only be used in conjunction with church activities and outreach.

2.6 Terms and Conditions of Hire

The PCC has a set of Terms and Conditions of Hire that are applicable to all Church Hall and Church Building bookings. These form an integral part of the Confirmation of Booking form and are regularly reviewed. The Confirmation of Booking form and Terms and Conditions of Hire are attached as Appendix A to this policy.

2.7 Financial

The PCC considers the hiring of the church hall to be a good source of income, however, long term hirers will be charged a discounted rate and other groups, such as Brownies, Beavers, Cubs and Scouts, will be charged a special concessionary rate. These rates will be reviewed annually and approved by the PCC.

3 Procedures

3.1 Church Building and Church Hall Management

The PCC retains overall responsibility for ALL the Church's buildings at all times. The day to day running of the Church Building is managed by the Priest-in-Charge and Churchwardens.

The booking and maintenance of the Church Building and Church Hall is delegated to the Hall Bookings Manager (HBM) and a Church Maintenance Manager (CMM).

Hall Bookings Manager (HBM)

Co-ordinates all aspects of bookings, including running the diary of hall bookings and ensuring the smooth daily operation of the booking schedule. The HBM is the primary point of contact for all Hall users.

Church Maintenance Manager (CMM)

The CMM has overall responsibility for the co-ordination of the maintenance of the Church Building and Church Hall fabric, fixtures and fittings. Any proposed maintenance works must be sent to the Finance Committee and PCC for authorisation prior to any work being carried out. If emergency maintenance is needed, the Standing Committee will take responsibility of the final decision.

3.2 Church Hall Booking Procedure

- 1 Enquiry by telephone or e-mail forwarded to HBM.
- 2 HBM checks availability in conjunction with the church calendar and assesses suitability of event and hirer in accordance with the guidance found within the Church Hall and Church Building Booking Policy.
- 3 HBM or assistant meets with potential hirer and shows them around the church hall / church building
- 4 If the hirer agrees to continue with the booking the HBM will book the date and time of the hire into the church calendar with all the hirer's relevant information.
- 5 HBM emails/provides hard copy of a signed copy of the Confirmation of Booking form to the hirer (Appendix A)
- 6 Hirer signs and returns a copy of the Confirmation of Booking form. The booking is not definite until the hirer has signed and returned the Confirmation of Booking form to the HBM.
- 7 After receiving the signed Confirmation of Booking form from the hirer the HBM sends an invoice to the hirer stating that payment for the booking will be due prior to their event, as advised by the HBM. This payment will preferably be made by BACs, with the hirer putting "hall", their surname and date of their booking as a reference.
- 8 The HBM will provide the hirer with the following bank details for the BACs transfer:
Nat West
St Andrews Chelmsford Parochial Church Council
Sort Code: 60-05-13
Account No: 55723756
- 9 The HBM will provide the hirer with the code to the Church Hall key box, enabling them to access the key for the hall on the day of their event/booking, as well as the Hall Booking mobile phone number.

3.3 Monthly Duties of HBM

- 1 Each month the HBM will provide the church Treasurer a copy of the invoices for that calendar month.
- 2 If any payments for the bookings were received by either cash or cheque the HBM will deposit these into the church account

3.4 Complaint Procedure

1 Complaint by Hirer

In the event of any complaint this shall in the first instance be addressed to the HBM as appropriate. If the HBM is unable to resolve the matter to the complainant's satisfaction, the matter should be addressed in writing to the Priest-in-Charge.

2 Complaint by Third Party

The matter will be investigated by the Churchwardens as representatives of the PCC. After consultations with all interested parties a written response will be sent to the complainant within 10 working days.

TERMS AND CONDITIONS OF HIRE

1. The Hirer shall be over 21 years old.
2. Once the Hall Booking Manager (HBM) has received a signed copy of the Confirmation of Booking form the hirer, the HBM will provide the hirer the code to the single use hire key box for the date of their booking. If a long-term booking is accepted, the Hirer may be supplied with a key to the Hall on payment of a deposit, returnable when the key is returned to the Hall Booking Manager.
3. **Payment for the hire must be made prior to the event, as advised by the HBM.** Payment for long-term bookings shall be made monthly and in arrears unless other arrangements are agreed.
4. **Preferred payment method is via BACS to the following account: Nat West; St Andrews Chelmsford Parochial Church Council; Sort Code: 60-05-13; Account No: 55723756.**
5. Nothing of any kind may be fixed or attached to the premises without permission.
6. The Hirer is responsible for making good any damage to the building or fittings etc caused during the period of hire.
7. **THE HIRER IS RESPONSIBLE FOR GOOD ORDER AND CONDUCT, BOTH IN AND AROUND THE PREMISES AND SHALL NOT PERMIT ANYTHING TO BE DONE TO CAUSE ANNOYANCE TO THE OCCUPANTS OF ADJACENT PREMISES, IN PARTICULAR, THE HIRER SHALL EXERCISE REASONABLE CONTROL OVER THE USE OF AMPLIFYING EQUIPMENT.**
8. No alcohol is to be sold on the premises.
9. All activities must cease by 10.30pm and the premises shall be vacated by 11.00pm without fail.
10. St. Andrew's PCC shall have the right to terminate any arrangement or any future arrangements for hiring the Hall by returning any money received without giving a reason.
11. St. Andrew's PCC shall not be responsible for loss or damage to property and/or injury to the hirer, their helpers or those using the Hall during the period of hire.
12. The Hirer shall not sub-let all or any part of the premises.
13. The duly authorised Officers of the PCC shall always have the right of entry to the premises.
14. Hall electric heating switches are located on the south wall of the Main Hall. All electric heating and lighting switches are to be switched OFF before vacating the Hall.
15. Brooms, dustpans and brushes are to be found adjacent to rear exit. The Hirer shall leave the Hall, kitchen, toilets and passages clean and tidy before leaving; returning chairs to the walls of the Main Hall, folding tables to the Store Room off the Foyer; and shall lock the Hall securely on leaving. On no account is water to be used on the Main Hall floor. Any spillages in the Main Hall are to be cleared up immediately with the paper towel to be found in the kitchen.
16. **The hirer is responsible for any rubbish, including nappies, that is produced during the booking and all rubbish must be taken with the hirer when they leave the hall.**
17. The immersion heater switch is located in the Store Room off the Main Hall in a cupboard with a metal grill door to the left of the door. Pressing the button marked `boost` will heat the water in about ½ hr and will switch itself off.
18. If the Hirer intends to admit the public, then a notice shall be displayed outside the Hall

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stating who is holding the function. Any advertisement of the function shall state who is holding it.

- 19. Mugs, plates and cutlery are available for use without charge and are to be found in the unlocked kitchen cupboards. Any breakages are to be reported to the Hall Lettings Secretary and will be charged for at cost.
- 20. If the urn is used (it is stored under the worktop, near the kitchen door), please be sure it is emptied and wiped out dry before putting it back. To avoid water marks, the worktops shall be wiped clean and dry before leaving.
- 21. **The church hall key shall be returned to the single hirer key box, ensuring that the key box is locked, immediately after the period of hire.**
- 22. **Failure to return the church hall key to the single hirer key box after the event or if the church hall key is lost may result in a £25 charge**
- 23. The receipt of a signed copy of this Confirmation of Booking form shall constitute acceptance of these Terms and Conditions.

This policy was adopted by the PCC on 21st June 2022.

Annual Policy Review

This is to confirm that the PCC of the Parish of Chelmsford St Andrew has reviewed this policy and found no amendments are needed.

Date reviewed and agreed by PCC