

## **INSURANCE COVER**

Regular hirers (more than 3 times a year) are not covered by the Church's public liability insurance and so you should take out your own insurance. Documentary evidence will be required as part of the Letting Agreement process.

## **FAMILIARISATION**

If you are considering hiring a room we strongly recommend that you arrange a visit with the Caretaker or other designated person in order to familiarise yourself with the facilities you may require.

## **OTHER REQUIREMENTS WHICH APPLY**

- Only electrical equipment that has been tested should be brought onto the premises.
- Activities must only take place in the rooms allocated.
- An awareness that there may be other groups using the premises as indicated on the notice board.
- To ensure that no alcohol is consumed on the premises.
- To be aware that the church has a no smoking policy.
- Prior to arranging a Raffle please check with the Caretaker the conditions which apply.
- To be aware of fire exits – there is a plan of the building which regular users are advised to memorise for emergency situations.
- To be responsible for leaving rooms tidy and clean.
- To ensure that lights are switched off (including the toilet), windows closed and doors locked on leaving the building.
- To report any personal injury or accident / damage to property which might occur on the premises to the Caretaker, Julie Jennings: e mail: [julie@menston.net](mailto:julie@menston.net) or telephone: 07919 828485.

## **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

The Church is committed to safeguarding all who use its premises. There is a copy of the policy document on our website: [www.menstonmethodist.org.uk](http://www.menstonmethodist.org.uk) and also available in the Church Office.

All people who accept responsibility for bookings involving children and young people will be required to make a declaration that they have read the Policy, agreed annually by the Church Council, and agree to conform to the Safeguarding Children and Vulnerable People Policy of Menston Methodist Church.

## **IN THE EVENT OF A FIRE**

When a booking is confirmed you will receive a copy of our Fire Procedures.