

CONDITIONS ON THE USE OF ROBERT HALL CHURCH PREMISES

1. For single bookings, the agreed **fee** must either be paid in advance or within 7 days of the hiring. Regular users of the building with extended bookings are asked to clear their accounts at least every three months.

2. The User agrees that the church accepts no responsibility for **injury or loss** to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.

3. The User is responsible to pay for all **damage** (other than fair wear and tear) to the accommodation or any of the church's fixtures or fittings or equipment which is occasioned in whatever way by the use of the accommodation, and any consequential loss occasioned by such damage.

4. Only the **organization** named in the application form may use the premises. Its activities are restricted to the **purpose**; the **times**; and the **rooms** specified on the form. In particular, **no acts of worship** may take place except those previously agreed.

5. After the use of the accommodation it must be left in a **clean and tidy condition** with all furniture and equipment left in the same position as at the commencement of the hiring. Where the **heating** system is programmed, the heater controls should not be touched. The User must ensure that all **lights** are turned out, that any electrical appliance switched on has been switched off, and that all **windows** are properly secured. Failure to do so may incur a surcharge of £5 for each occasion.

6. The User must ensure that whilst the accommodation is being used there is **no smoking** and that **no alcohol** is supplied or consumed.

7. The User must not leave in the accommodation any **equipment**, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities. Storage is undertaken at the User's risk.

8. The User has a responsibility to notify the church of any **defect** in the accommodation or in any of the church's furniture or other equipment in the accommodation.

9. Regular Users should familiarize themselves with and adhere to the provisions of our **Health & Safety** policy, (www.rhmbc.org.uk/guidelines).

All users are responsible for the safety and safe behaviour of those they admit to the premises and for food hygiene. (See especially §10&11 below).

In particular, those hiring a **bouncy castle** should ensure that toddlers do not use it at the same time as older children and that children of any age are supervised all the time whilst using it.

10. Where activities involve **children** and young people, they should be treated with such respect and dignity as befits their age. Adults should:

- maintain discipline without using physical or emotional punishment;
- watch their language, tone of voice and body position;
- never scapegoat, ridicule or reject a child;
- never make sexually suggestive comments even in fun;
- never engage in rough, physical or sexually provocative games;
- never touch children inappropriately or intrusively or invade their privacy in toilets;
- make sure that more than one adult is present at all times, particularly if a child requires medical or physical care.

Regular users will have furnished the church with their own Child Protection Policy or obtained and signed the up to the Church's policy (www.rhmbc.org.uk/guidelines).

11. DRINKS & SNACKS

Any location at which it is proposed to serve drinks and/or snacks should be checked for cleanliness and safety before use. Hands should be washed thoroughly before serving food.

At the end of the session, remove all crumbs and other traces of food; wipe surfaces with anti-bacterial spray; put away tea, coffee, sugar and biscuits; leave the sink and draining board clear; sweep or mop the floor; and **take home all rubbish** and any left-over perishable food and **milk**.

There is extra cleaning equipment in the Cleaner's Store.

Our **catering kitchen** is subject to separate, more stringent conditions of access and use.

12. CAR PARK

Other groups may be using the premises at the same time as yours: we cannot guarantee parking spaces for all. Please park within the lines provided. The car park is not suitable for use by large vehicles.

If you have been issued with a Mul-T-Lock door key, note that it also operates the padlock on the gate of the car park. If you are the last to leave, it is essential that you **lock the car park gate** as well as the back door.

13. INSURANCE

We do not accept any responsibility whatsoever for the loss of or damage to any **vehicle** or the fittings or contents of any vehicle parked or otherwise left on our premises.

We do not accept any responsibility for the loss or damage to any **personal property** belonging to or in the care of yourself or any of those associated with you sustained on our premises.

We do not accept any responsibility for any personal damage or **injury** which may be sustained by yourself or any of those associated with you whilst on our premises. In particular, you must make your own insurance cover arrangements if you are hiring a **bouncy castle**.

Please note that all **accidents** must be reported in the accident book (located on top of the first aid box in the Coffee Bar), and that any theft or damage sustained on the premises or in the car park should be reported to the Bookings Secretary..