

**Carlingcott
Methodist
Church
Letting Policy**

Version 1

June 2002

Letting Policy for Carlingcott Methodist Church

Purpose of this policy:

This policy is intended to:

- Ensure that the Church discharges its functions with respect to Services and activities.
- Maximise community use of the facilities whilst minimising the impact on Church Services and activities
- Assist in determining priorities regarding the use of Church buildings
- Simplify decision making with regard to letting requests

1. Availability To Church Congregation:

- 1.1. The Church building(s) and grounds must be available for the exclusive benefit of the congregation and Sunday school between the hours of Midnight on Saturday until Midnight on Sunday every week.
- 1.2. Any exceptions to this must be specifically approved by the Church Council. No lettings outside the permit hours/days, as detailed in section 1.1, should be allowed to prevent Church activities taking place.
- 1.3. Use of the Church building(s) and grounds outside the Church hours/days (as detailed in section 1.1) by the Members, Congregation, and Sunday school, should, as far as possible, be registered with the Church Council by the end of August for the following Methodist financial year. Any additional requirements will need to be checked against the lettings diary.

2. Availability To Other Users:

- 2.1. Multi-lets will take priority over individual one-off bookings.
- 2.2. Where possible, multi-lets for clubs, etc should have access to the facilities all year round, with the exception of days designated by the Church Council as unavailable (i.e. cleaning, refurbishment, etc).
- 2.3. Precise dates of multi-lets will be agreed at least every 3 months in advance and, where possible, for the whole financial year in advance

Letting Policy for Carlingcott Methodist Church

3. **Availability Of Staff and Facilities:**

- 3.1. Any letting of the Church Hall or other internal facility will require the Caretaker or other responsible person to be present at the beginning and end of the letting period on each occasion a letting is to take place to check that the equipment and facilities are in order.
- 3.2. Any letting of the Church Hall or other internal facility will require the Caretaker or other responsible person to be on the premises and available on call throughout the letting period.
- 3.3. Lettings will **NOT** include specialist facilities (unless specifically requested in the application form and approved by Church Council) apart from toilets, heating, lighting, and access to electrical power. Exceptional use of the specialist facilities (e.g. PA system, catering, washing up, facilities) will require the hirer to have a competent person on site throughout the letting period. This persons name and qualifications **MUST BE** stated on the letting application form.
- 3.4. The letting of any external facilities will require the Church Council to be responsible for the final approval of the letting.
- 3.5. The Church Council does not give any guarantee as to the standard of any external facility nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of external facility upon submitting his/her application, and such application will be deemed to be for the particular external facility as seen.
- 3.6. The Church Council shall deem whether any external facility is fit for use and this decision shall be final.

4. **Responsibilities:**

- 4.1. The Church will be responsible for providing facilities as agreed in good working order throughout the letting period.
- 4.2. The hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use.

Letting Policy for Carlingcott Methodist Church

- 4.3. The hirer will be responsible for the registration and conduct of persons attending the function for which the Church has been let, including ensuring that Security, Fire, and Health and Safety requirements are met.
- 4.4. The hirer shall ensure that there is a responsible adult(s) present and able to supervise at all times during the letting.
- 4.5. The hirer is required to reimburse the Church Council the cost of making good any damage to property which may be the result of a letting.
- 4.6. The hirer will be responsible for reimbursing the Church Council for any additional cost incurred on cleaning the premises or cleaning the grounds after a letting.
- 4.7. No tables, chairs, fixed furniture, or equipment that may be in the hired building shall be used or interfered with, without prior approval of the Church Council. Standing on chairs, tables, furniture, window sills, etc is not permitted.
- 4.8. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require NO permanent fixings which would damage or disfigure any part of the premises.
- 4.9. Chalk, resin, or polishing materials may not be used on any floors in the hired premises
- 4.10. The electrical and mechanical installations of the premises are NOT to be supplemented or altered, nor is any specialist equipment to be installed by the hirer without the approval of the Church Council.
- 4.11. It is the responsibility of the hirer to insure that electrical equipment brought into the premises by the hirer meets the relevant safety requirements.
- 4.12. Any equipment or furniture provided by the hirer MUST BE removed immediately after the end of the letting.
- 4.13. The Church Council does not provide First Aid medical facilities for the hirer nor does it guarantee access to the public telephone system for assistance during lettings. The hirer must make their own arrangements.

Letting Policy for Carlingcott Methodist Church

- 4.14. A complaints Book/Form will be available so that each user may register any deficiency in equipment or level of service at the time it occurs.
- 4.15. The Church reserves the right to terminate a booking(s) if the above requirements are not met.

5. **Charges:**

- 5.1. A schedule of charges will be reviewed annually by July for the following financial year, setting a market rate for the facilities let.
- 5.2. Information on remissions, discounts, and no-charge lettings will be made available to the user before confirmation of booking.
- 5.3. Payments will be in advance where possible or “on the day” at the latest for one-off bookings and by a method required by the Church Council. This may include a damage deposit for all new users.
- 5.4. Payments for multi-lets will be on a 3 month basis, payable in advance, during the period when the letting occurs and by a method required by the Church Council.
- 5.5. The Church may decide, in consultation with the Church Council if appropriate, that a letting is not cost-effective and decline the request.
- 5.6. Charges will include, where appropriate, the full cost of Staff availability and, where possible, equipment maintenance. This sum to be specified where possible.
- 5.7. Charges will be made at rates that will be determined from time to time by the Church Council and shall be liable to change without prior notification to the hirer. In cases where the incorrect charge has been quoted, the Church Council reserves the right to change the rate, although the hire may consider the letting cancelled in accordance with regulations 9.5 and 12.1
- 5.8. Where facilities booked by the hirer prove not to be available during the letting, the Church Council will consider applications for refunds of a proportionate part of the letting charge; always providing that no such refund shall be given for facilities not included in the letting charge or for any such facilities damaged by the hirer. The Church Council’s decision shall be final in respect of any refund made.
- 5.9. The Church Council does not undertake to refund any charge on cancellation of a booking by the hirer, unless twenty one days written notice of the cancellation has been given in writing to the Church Council.

Letting Policy for Carlingcott Methodist Church

6. **Specialist Activities:**

- 6.1. Where specialist activities with a higher than normal risk of injury, damage, or loss are to take place, the hirer **MUST**, before booking can be confirmed, assure the Church Council that:
- a) Those in charge are suitably qualified
 - b) The correct equipment is being used
 - c) All appropriate guidelines, codes of practice (statutory or otherwise) are being observed
 - d) The hirer has the necessary insurance which will reimburse the Church for any damage or loss resulting from their activities.

7. **Public Entertainment:**

- 7.1. All public entertainment's must be overseen by a manager, nominated by the hirer, a responsible person 21 years of age or more, who shall be on the premises at all times whilst the entertainment is in progress.
- 7.2. It is important that all managers of events open to the public (whether for a fee or not) are familiar with the conditions of the licence granted to the Church in respect of the above.
- 7.3. In particular, regulations with regards to maximum numbers (150) and Fire arrangements must be complied with.
- 7.4. It is the responsibility of the manager of the event to ensure adequate attendants and good order during the event.

8. **Catering Facilities:**

- 8.1. Separate charges may be made for use of the Church catering facilities in addition to those set out for use of Church Hall in the Schedule of Charges. Where any such part of the premises hired includes Church catering facilities, the following special conditions **MUST BE** observed:
- a) There **MUST BE NO SMOKING IN THE KITCHEN** or by any person handling food or catering equipment.
 - b) Church Tea Towels **MUST NOT** be used.
 - c) Kitchen facilities **MUST BE** left as clean as it is found.
 - d) Church crockery and cutlery must not be used except by special permission of the Church Council
 - e) All tables used must be washed after use.
 - f) Any other special conditions imposed by the Church Council.

Letting Policy for Carlingcott Methodist Church

9. **General:**

- 9.1. Smoking is **NOT** allowed anywhere on the Church premises.
- 9.2. Intoxicating liquor is **NOT** allowed anywhere on the Church premises.
- 9.3. Gambling is **NOT** allowed to take place anywhere on Church premises.
- 9.4. Hirer should acquaint themselves with the Fire Safety Regulations and procedure relating to the premises in use.
- 9.5. The Church Council gives no guarantee as to the fitness, suitability, or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in reasonable state.
- 9.6. The Church Council reserve the right to refuse any booking without stating a reason, should it be deemed unsuitable, unsafe, or in conflict with the ethos of the Church.

10. **Insurance:**

- 10.1. It is the responsibility of the hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effective by the Church Council does not extend to a hirer's liabilities.

11. **Legal Requirements:**

- 11.1. The hirer **MUST** comply with the legal requirement concerning music singing, and dancing licences, theatre licences, and copyright. The hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without prior approval of the Church Council.
- 11.2. The hirer **MUST** comply with section 12 of the Children and Young Persons act 1933, that is to say where any play or entertainment is provided at which the majority of the persons attending are Children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more Children or other persons being admitted to the building or any part of it that can be safely accommodated there, and to control the movement of the Children and other persons admitted while entering and leaving the building and to take all other precautions for the safety of Children.

Letting Policy for Carlingcott Methodist Church

- 11.3. The hirer will to the best of his/her endeavours ensure that the requirements of the Race Relations Act 1976, in particular the need to promote good relations between persons of different racial groups, be observed at all times throughout the letting.
- 11.4. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose
- 11.5. The hirer shall not carry on any such activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.
12. **Compliance With Regulations:**
- 12.1. Failure by the hirer to comply with any or all of the foregoing regulations where applicable, whether intentionally or not, may be deemed by the Church Council to be just cause for immediate cancellation of any letting or series of lettings.

Letting Policy for Carlingcott Methodist Church

Lettings Charges

Hourly Charges unless otherwise stated:

LOCATION	WEEK-DAY	WEEK-END
Church Hall	£5.50	£7.50
Church Hall + Rooms	Plus £2.00 Per Room	Plus £3.00 Per Room
Rooms Only	£5.50	£7.50
Bulk Discounts (10 Plus Bookings)	10%	10%
Bulk Discounts As Above Plus Under 16's	15%	15%
Caretakers Charge	£10.00	£15.00