

Tilehouse Street Baptist Church
Building Letting Terms & Conditions

Rules:

1. New bookings and changes to existing bookings should be advised at least **six** weeks in advance.
2. Where there is a regular booking and building/rooms are **not** required on a particular date, please give **one** weeks notice or payment will be required.
3. Notice of termination will be one month either way.
4. The Church must have priority access to any room, but we shall give as much notice as possible if changes are required.
5. **NO SMOKING** or **ALCOHOLIC DRINKS** are permitted in any room.
6. Car parking should be around the boundaries - the fire doors and central area are to be kept clear for emergency access.
7. Notices must not be put up without permission.

Access:

1. On acceptance of the terms and conditions outlined, a key to the building will be issued to a Responsible Keyholder against a signature.
2. Keys must **not** be duplicated
3. The Keyholder will be responsible for opening and closing the building at the beginning and end of each session.
4. The Keyholder will be responsible for ensuring that, at the end of each session, all lights are switched off, taps are turned off, all rooms are left tidy and clean, all internal doors, windows and in particular toilet windows are closed and external doors are **locked** (unless another organisation is using other rooms).
5. The buildings should be vacated by 10.00pm
6. If these letting conditions are not met in any way, the key will be withdrawn and the booking cancelled.

Insurance:

1. Church insurance only covers bodily injury as a result of a defect on the premises or equipment when negligence can be proved. The lettings officer should be advised of any injuries immediately.
2. Our Insurers have advised us that when Church premises are lent, let, sub-let or leased to "outside" organisations whose activities are not directly under the control of the Church Diaconate then the organisers or leaders of such organisations are required to arrange liability insurance for a minimum of £5 million with their own insurers in respect of their legal responsibilities in connection therewith.
3. We would appreciate your acknowledgement that it is your responsibility to indemnify the Church, including against claims arising from third parties by providing a copy of your current certificate of insurance and future renewals.

Children and Young People under the age of 18:

1. The church is committed to following the Home Office Code of Practice *Safe from Harm* by adopting the guidelines and procedures published by the Baptist Union of Great Britain in its booklet *Safe to Grow* (6th edition 2011).
2. It is considered to be good practice for all who work with children and young people to have a safeguarding policy and procedures in place as recommended by the Home Office 'Safe from Harm'.
3. As evidence of this the church is entitled to request to see the policy and procedures documents.
4. The church does not ensure that those who work with children and young people are implementing the policy properly but if it came to light that children or young people were being put at risk then serious consideration will be given by the church to terminate the rental agreement
5. If a group is registered with OFSTED then the church can ask to see their OFSTED registration.
6. Private hirers using the premises occasionally would not be expected to have a policy.

Problems:

1. Any minor repairs that are needed (e.g. new light bulbs, etc.) should be reported to the Lettings Officer at a convenient time.
2. In case of emergency (e.g flooded toilets etc.) please contact Sue Apthorpe The Lettings Officer (tel. 01462 431523) in the first instance or failing that Sam Hallas, the Fabric Secretary)tel.01462 623174).

July 2014

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Name of Organisation:

Responsible Keyholder:

Address:

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Telephone:

E-mail:

I agree to the letting terms and conditions outlined above, and acknowledge receipt of a key to the building.

Signed: Date: