

Lettings policy, 2018

Regular lets

STANDARD CHARGES

Up to and including 100 hours usage per annum	£12.50 per hour
101 - 700 hours	£10 per hour
700 hours +	£8 per hour

CHURCH GROUPS

A **church group** is one which the Parochial Church Council (PCC) agrees to initiate or sponsor in order to promote the mission of the church: evangelistic (seeking to draw non-Christians into the life of the church, resulting in regular church attendance and, ultimately, signs of conversion) or pastoral (seeking to build up church members in faith, hope and love). These groups will always be led by church members. They are not charged for use of the space, nor would they usually charge for admission (though the PCC might consider it appropriate for them to ask for donations in some circumstances). These arrangements will be reviewed every November, the PCC's decision over the missional benefit of each group being final.

UNIFORMED ORGANISATIONS

A **uniformed organisation**, for the purposes of this policy, is one which the PCC agrees to support in order to promote our engagement with the young people and families of our parish. This support will be expressed through the charging of a reduced rate for the use of the space and, in return, any organisation to which the rate applies will be expected to attend church parade services at least six times per year (Mothering Sunday, Fathers' Day, Harvest Festival and Remembrance where these are offered by the Church, and at least two others) and also to promote other church activities. At church parades the organisation should be represented by leaders and good numbers of children. Organisations will need to be readopted at the first PCC meeting of every calendar year. In 2018 the reduced rate for these organisations will be **£6.80 per hour**. These arrangements will be reviewed every November.

NOTICE PERIODS

In normal circumstances, regular lets will be given three months' notice. Arrears of payments may, at the PCC's discretion, result in immediate termination of the letting.

Occasional lets

STANDARD CHARGES

Up to three hours usage £55

£20 for each additional hour

£70 for each additional day

COMMUNITY GRANTS

The Parochial Church Council may from time to time grant free use of its space to voluntary groups which serve the local area, such as the Friends of Damson Parks (who use the Church Hall on Coppice Road for their quiz nights) and the Elmdon Park Support Group (who use the parish church for their meetings).

CANCELLATION OF A LET

In normal circumstances we undertake to give a week's notice of the cancellation of a booking, and ask lessees to do the same.

Small print

Alcohol

Our general expectation is that this will not be served at social events and, when it is, that this will only be done by the written permission of the Rector and for the purpose of toasts or for consumption with a meal. It should be noted that none of our buildings are licensed for the sale of alcohol (including tombolas and raffles) and that this is expressly forbidden.

Breakage and damage

The hirer will be responsible for any costs arising from breakages or damage.

Chairs and tables

These should be neatly put away where they were found.

Cleaning

The hirer is responsible for ensuring that all rooms used are left clean. Any litter or debris should be removed by the hirer. At the parish church there is a wheelie bin at the bottom of the churchyard but it is the hirer's responsibility to provide bin bags.

Contracts

All lets, regular or occasional (including church groups and uniformed organisations), will be asked to sign this policy by way of making a written contract.

Crockery and cutlery

Hirers may use what is provided in the kitchens but items should be washed, dried and put away afterwards.

Decorations

No adhesive tape or putty (eg. Blu-Tac) may be used in any part of the building. Pins may only be used with permission, and on the dedicated display boards (please note that many of these boards are restricted to particular regular groups). No fixtures or fittings may be taken down or removed.

Electrical items

All electrical appliances and kitchen water heaters must be switched off after use. Additional electrical items may only be introduced with the agreement of Elmdon Church, and additional charges may apply.

Insurance

It will be the responsibility of hirers to ensure that they have adequate insurance for all legal liabilities which may arise. These would include death or personal injury to third parties and damage to property or the property of others arising out of the hirer's occupation and activities while on church premises.

Payment

This can be made by BACS transfer: HSBC Bank, 2246 Coventry Road, Sheldon B26 3JJ, account number 20322237, sort code 40-11-24. We also accept payments in cash or by cheque (payable to 'Elmdon PCC'). Please note that setting up and clearing away is included in the hours you book (ie. don't book from 2pm if your party starts at 2pm).

Publicity

In all publicity, it is a condition of the let that our buildings should be referred ONLY by these names:

Elmdon Church, "the Church in the Park"

Elmdon Church

"The Church in the Park"

The Church

The Church Hall on Coppice Road

The Church Hall, Coppice Road

The Church Hall

The hall

The Church Hall on Gaydon Road

The Church Hall, Gaydon Road

The Church Hall

The hall

Scope of let

The let will consist of the hall or halls, toilets and kitchen. It does not cover side rooms in any building or the downstairs space in the parish church, which must be treated with respect.

Smoking

No smoking is allowed in any part of the building.

Safeguarding

Any lets where children and/or vulnerable adults will be present MUST complete the Church of England - Birmingham 'Hirers of Church Premises' statement [see appendix]. Organisations which hire church premises for work with these groups MUST also have a full Safeguarding Policy of their own, and MUST provide a full copy of this to Elmdon Church before the booking commences.

Setting of fees

Fees will be reviewed and set each year at the November meeting of the PCC. The PCC will be mindful of, but not necessarily bound by, the CPI measure of inflation.

Policy adopted by Elmdon PCC, 7th November 2017

I hereby accept the conditions set out in this policy, and agree to abide by them. In particular, I have read and understood the stipulations regarding safeguarding and publicity. I understand that failure to comply with these or any other conditions may result in the offer of a let being withdrawn, and that I may be refused bookings in the future.

Name or nature of let:.....

Date of let (occasional booking) or days of let (regular booking):.....

Hours of booking.....

Charging rate (regular bookings only)..... per hour

*

Signed by..... (for the let)

(Please print name.....)

and..... (for Elmdon PCC)

*

Date of signature:.....

*

Contact address for the let.....

.....

Telephone number.....

Email address.....

Two copies of this agreement should be signed, one to be retained by Elmdon Church and one by the lessee.

HIRERS OF CHURCH PREMISES (Church of England Birmingham statement)

To be completed where children and/or vulnerable adults are present as part of the hiring group:

Name of Parish: **Elmdon**

Date & Time of event:

Type of event:

Please complete **either** section 1 **or** 2

1. Organisations

Organisations who hire church premises for work with children, young people and/or vulnerable adults should complete the following statement:

The organisation confirms that in all its activities with children (aged 0 – 17) and/or vulnerable adults it will comply with all current safeguarding legislation¹ and government guidance.²

We have our own child and / or vulnerable adults safeguarding policy and procedures (a copy of which will be given to the parish) and confirm that all those who staff our activities on these premises understand and have agreed to follow them and have been safely recruited with a Disclosure & Barring Service check where the role is eligible.

We understand that the parish accepts no responsibility for our failure to comply with the above requirements.

Signed (on behalf of the organisation)

Date

2. Private Individuals

Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or vulnerable adults will be present, should complete the following statement:

I (in block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults.

Signed

Date

Please be aware that your activity is not covered by the church's insurance.

¹ E.g. Protection of Children Act 1989, Children Act 1989, Safeguarding Vulnerable Groups Act 2006

² E.g. Working Together to Safeguard Children (Department for children, schools and families March 2015), and What to do if you're worried a child is being abused (Department for Education and Skills (2015))