

# Lettings policy, 2023

## Regular lets

The only regular lets we take are for 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.

## Occasional lets

### STANDARD CHARGES

Up to three hours usage £75  
£25 for each additional hour

### 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 and the Elmdon Park Support Group.

### CANCELLATIONS

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 or churchwardens and for the purpose of toasts or for consumption with a meal. It should be noted that our building is not 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.

**Set-up of the hall** - The let does not include any prior setting up of the hall, but the hirer may move any furniture as required during their let. It is the hirer's responsibility, before leaving, to put everything back again as it was 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. 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 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 kitchen 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. No fixtures or fittings may be taken down or removed.

**Electrical items** - All electrical appliances 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 is payable by bank transfer: account title 'Elmdon Parochial Church Council', account number 20322237, sort code 40-11-24, and please quote the payment reference provided. 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).

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

**Smoking** - No smoking or vaping is allowed in any part of the building or in the churchyard.

**Bouncy castles** - Bouncy castles are not permitted in the building.

**Safeguarding** - Any lets where children and/or vulnerable adults will be present must complete the relevant Church of England – Hirer's Safeguarding Statement on page 4. Organisations which 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, 9<sup>th</sup> November 2022***

# Elmdon Church Lettings Form

Payment Reference: .....

Purpose of let:.....

Date of let:..... Times: .....

Contact address: .....

.....

Telephone number.....

Email address.....

**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.**

Signed: ..... Date: .....

Name (BLOCK CAPITALS) .....

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

## Church of England: Hirer's safeguarding statements

If children and/or vulnerable adults are present as part of the hiring group, please complete either section 1 or 2.

### 1. Private Individuals

(e.g. children's birthday party, Christening celebration etc)

I \_\_\_\_\_(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 and prevent injury, illness, loss or damage occurring.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. Organisations

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will provide the church with a copy of your organisation's Safeguarding Policy/ies;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults, including contact details and next of kin, attending the activity will be kept securely.
- you will immediately (within 24 hours) inform the Parish Safeguarding Co-ordinator of:
  - the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Our Parish Safeguarding Co-ordinator is:

Name: Lesley Huss

E-mail: [safeguarding@elmdonchurch.org](mailto:safeguarding@elmdonchurch.org)

Tel. No: 07790725295

### Declaration

We agree to abide by appropriate safeguarding procedures. We understand that our booking agreement may be terminated in the event of my failing to comply with these procedures. We understand that the parish accepts no responsibility for our failure to comply with the above requirements

Signed: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_