

ST PAUL'S CHURCH CENTRE

Conditions of use for Regular Users

General

Regular Users are defined as those hirers who use the Centre on at least 6 different dates within a continuous 6 month period. The Regular User must book these sessions as a single booking request or as an extension of an existing regular user booking.

1. The hirer must ensure that they have adequate and appropriate insurance provision for their activity and the use of the Centre. A current copy of this insurance is required to be kept on file by the Centre.
2. The hirer is responsible for the condition, suitability and correct use of any equipment brought by them onto the premises.
3. The hirer is responsible for any persons attending their activities within the Centre.
4. The hirer is responsible for all property owned by them that is left on the premises. This includes Insurance against theft or damage.
5. Where a hirer is working with children and young adults under the age of 18 years, or with vulnerable adults, the Ecumenical Church Council requires that the hirer confirms that they have a current DBS (Disclosure and Barring Service) check and relevant Safeguarding procedures in place. A copy of the Safeguarding procedures is required, along with a signed copy of 'Hire of Dorcan Church Premises - Safeguarding Requirements', to be kept on file by the Centre.

Booking

1. The hirer must make the booking request at least 5 days prior to the required date(s).
2. The hirer must advise the Centre of any cancellation of agreed booking dates at least 48 hours in advance. If this condition is not adhered to, the hirer will be charged for the booking at the normal rate.
3. Payment of invoices, which will be sent to the person making the booking, is required within 14 days of the date of the invoice. A surcharge of 5% will be added to all invoices that are not paid within 30 days from the date of the invoice. Following a further period of notice, the Church Council reserves the right to withdraw from the hiring.
4. Hirers making use of the Centre during term time only must inform the centre at least 14 days in advance of the dates on which the premises will not be required.
5. The Centre reserves the right to cancel any individual session booked under this agreement. At least 14 days' notice and a full refund will be given for such a cancellation.
6. The Church Council reserves the right to refuse a booking without giving a reason.

At the time of use.

1. The hirer is responsible for carrying out a dynamic Risk Assessment at the Centre prior to allowing any of their group in. This includes the checking of external and internal areas to ensure there are no hazards. Anything of concern should be reported to the Community Centre Development Manager as soon as is practical.
2. Any setting up and down of equipment and cleaning required must be done within the booking period.
3. The hirer must ensure that the premises, including the toilets, are left clean and tidy at the end of the session. Tables and chairs must be replaced where found unless any other request has been made by the Centre. Brushes, Mops, a Vacuum Cleaner and other cleaning apparatus and materials are provided. Additional charges will incur should any extra cleaning by the Centre be required.
4. Children or young adults are only to be admitted in to the Centre under the direct supervision of a responsible adult.
5. The hirer is responsible for ensuring that the premises and any equipment provided are used in a safe and appropriate manner whilst using the Centre. Any defects found should be brought to the attention of the Community Centre Development Manager as soon as is practically possible.
6. The Centre is strictly a NO SMOKING building.
7. Fire Exits must remain clear at all times.
8. Any doors unlocked by the hirer must be locked, including any relevant Fire Doors.
9. All lights and electrical appliances must be switched off after use and taps to be checked to make sure they have not been left running.
10. No sellotape or pins are to be used on the walls or connecting screen between the Hall and the Chapel.
11. No furniture should be placed against the connecting screen.
12. No balls/equipment should be bounced or thrown against the connecting screen. Care is to be taken when children are running around, to ensure they do not collide with the connecting screen.
13. Equipment, including chairs and tables, must be lifted rather than dragged, to avoid marking the floors.
14. Hirers may use the small supply of cutlery and crockery available in the kitchen. Hirers should make arrangements to bring their own tea towels to dry up any of the items used. All items are to be returned to their correct location after use.
15. Damage to the Centre or any of its equipment will be paid for by the hirer.
16. The Ecumenical Church Council accepts no responsibility for any items of lost property.
17. Users of the Centre car park do so at their own risk. Only those who possess a blue badge may use the indicated disabled parking bays and an appropriate badge should be displayed at all times.
18. One black bag full of rubbish may be put in the rubbish bins at the side of the Centre, all other rubbish must be taken away by the hirer.
19. On all matters of usage provided for herein, the decision of the Centre / Church Council must be accepted.
20. In case of emergency please contact the number displayed by the main entrance to the Centre.

Please sign and return the attached slip to the Centre Administrator as confirmation that you have read and agree with the condition of use for the hire of St Pauls Church Centre.

Thank you

Centre Administrator St Pauls Church Centre.

This Conditions of use was amended and updated on 1st December 2021.

I confirm that I have read and agree to the conditions of use for St Pauls Church Centre.

Name _____

Signature _____

Booking Day _____

Booking Times _____

Date Signed _____

Please return to:

Centre Administrator
St Pauls Church Centre
St Pauls Drive
Covingham
Swindon
SN3 5BY