

# ***Hasbury Christian Fellowship***

**26 Albert Road, Halesowen, West Midlands, B63 4SW**

**Church Tel: 0121 550 8269    [www.hasbury.org](http://www.hasbury.org)**

---

## **Hasbury Christian Fellowship**

### **Lettings Policy (December 2022)**

#### **Rationale**

At the discretion of the Governing Body of the church (Trustees and Church Council) the church premises may be let to outside organisations during times when the facility is not required by Hasbury Christian Fellowship.

This policy ensures that all hirers are given equal opportunities within the guidance set out by the Governing Body.

Any hiring of the church premises to persons/organisations will need careful consideration by the Trustees due to equipment and resources in the church premises.

Church and other statutory requirements take precedence over any other use.

#### **Procedures**

All hirers should complete an application form, which must be updated on an annual basis. Each request will be considered by the Church Council on behalf of the Trustees using the following criteria:

- a. To treat all requests in a fair and equitable manner
- b. Give due regard to equality of opportunity
- c. To determine who should be responsible for the building during the lettings

#### **Booking Arrangements**

The facilities can be booked through the Church bookings Coordinator at

Hasbury Christian Fellowship, 26 Albert Road, Halesowen, West Midlands B63 4SW.

[bookings@hasbury.org](mailto:bookings@hasbury.org)

#### **Charges**

Charging rates, as set out in the tables below, consist of several elements including:

- An administrative charge
- Caretaking & basic cleaning charges
- Heating
- Lighting
- Additional cleaning charges may be made if necessary, eg. following spillages on carpets/upholstery.

Payments will be made on the day of the hire for one off bookings.

For standing arrangements, invoices will be sent on a monthly basis or other agreed arrangements.

Failure to pay any invoice will result in the withdrawal of the letting agreement.

Charges will be reviewed from time to time and will normally increase each year in line with inflation.

The church reserves the right to offer preferential rates to closely associated organisations and/or regular users.

## Terms and Conditions of Lettings

1. Premises are let as they normally stand and no alterations or additions can be made to the lighting, heating, fittings and fixtures except with the authority of the Church Council.
2. All passages and exits to which the public have access shall, at all times when the public are on the premises, be kept free from obstruction.
3. Posters and placards must not be put up on the wall etc.
4. Posters, advertising banners, etc erected outside are not permitted.
5. No bolts, screws, nails or tacks are to be driven into any parts of the premises; neither shall any adhesive be used on the walls.
6. No articles of any inflammable or explosive character, or any article producing an offensive smell, or any oil, gas or other engine oil shall be brought into the accommodation.
7. No Bouncy castles, inflatable Jumping Castle, Slide, Moving Mouth, Fun Factory, Jump & Slide or any such inflatable equipment which might be described within the broad term of 'bouncy castle'.
8. The hirer shall be responsible for the maintenance of good order and discipline during the hiring.
9. The cost of damage to the church premises property will be charged to the organising body. Any damage should be reported by the activity leader to the Duty Manager\* so that repairs can be arranged. Spillages on carpets/upholstery must be cleaned immediately or additional cleaning costs will be charged to the hirer.
10. The organising body must ensure adequate adult staffing levels are provided for children and vulnerable adult activities.
11. The organising body should tidy the premises on completion of their activity and any waste removed.
12. Providing they are satisfied about security arrangements, the Church Council may allow the activity leader to be responsible for opening and closing the premises for activities in the absence of a Duty Manager\*.
13. It is illegal to smoke inside the building and furthermore, **the whole site is 'non-smoking'**. (1938 & 2011 Trust deeds)
14. Intoxicating liquor cannot be sold or consumed on the premises. (1938 & 2011 Trust deeds)
15. The church premises kitchens may only be used if a member of the group has had basic food hygiene training and hirers must ensure that appliances are switched off and cleaned after use.
16. Public music, singing and dancing can only take place on the premises if there is a current music, singing & dancing licence.
17. Any electrical equipment brought onto the premises must be in a safe condition and carry a current PAT test certificate.
18. No storage is available to hirers.
19. If any children under the age of 8 years are to be included in a scheme or will be present for any reason, then the scheme will be affected by the 1989 Children's Act and organisers may need to register with the Local Authority (Dudley MBC)
20. Children and vulnerable adults should be supervised at all times and restricted to those parts of the church premises approved by the Church Council for the purpose of the scheme.
21. Organiser's must comply with Hasbury Christian Fellowship Safeguarding and Child Protection policies and procedures including holding up to date DBS checks for all staff and volunteers working with children and vulnerable adults.
22. All the health and safety guidelines must be adhered to when using the premises.
23. The organising body must have public liability insurance in respect of the activity and/or shall indemnify Hasbury Christian Fellowship against all claims arising as a result of the use and occupation of the premises.

(\*For the purpose of this policy, Duty Manager refers to the representative from the church taking responsibility for facilitating the booking.)

### Fire and Safety Precautions

- Briefing – The hirer will be made aware of the position of the telephone, escape routes, fire notices, fire alarms, fire fighting equipment & emergency drills to ensure safe evacuation of buildings.

### Fire instructions

- Escape routes will be unlocked and unobstructed internally and externally and all doors are easily and immediately operable from the inside.
- The maximum number of people to be admitted is not to exceed 126.
- The hirer must familiarise them self with the layout of the building, fire escape routes and the telephone in case of emergency.
- In the event of a fire the first duty of all concerned is to prevent injury or loss of life.
- In the absence of the Duty Manager the person in charge of the group letting the premises is responsible for calling the Fire Emergency Services when the alarm sounds.

- If there is a fire or the alarm sounds everyone should leave the building ensuring that all doors which they pass through are closed behind them.
- On arrival outside the building a check should be made to ensure that all persons are present.
- The building should not be re-entered until deemed safe to do so.
- After the letting, the caretaker or other person in charge should check that there is no apparent risks. All electrical appliances and lights should be switched off and the doors and windows closed.
- Emergency contact telephone numbers for Church Officers will be given to hirers.

### **Damage**

- The hirer is responsible for any of the accommodation or property which is damaged, destroyed, stolen or removed during the period of the hire. The hirer is responsible for the costs of replacement or repair to make good where this occurs.
- Premises should be left clean and tidy. Any special cleaning required after the letting will be charged to the hirer.
- No footwear liable to damage floors may be worn in the church premises.

### **Indemnity**

- Hirers shall indemnify the Trustees against all claims, demands, actions or proceedings in respect of goods or clothing or the death or injury of any persons which shall occur during the period of hire.
- Premises shall not be used for any unlawful purpose.
- The hirer shall indemnify the Trustees against all claims, demands and actions or proceedings arising out of the infringement of copyright.
- If the hirer fails to observe or perform in any respect or secure the due observance or performance by others of these Terms & Conditions the hire agreement will be terminated.
- The Trustees shall not be responsible for goods, materials, clothing etc brought into or left in the building.
- Cars are parked on the church premises at the owner's risk.

### **Equal Opportunities**

The church policy on letting of premises does not discriminate on grounds of gender, race, culture, religion, or special needs. However, the buildings are a Christian place of worship and no acts of worship or other activities of a religious/spiritual nature other than Christian can be carried out on site.

### **Health & Safety**

Health and safety issues are described fully in the church premises Health & Safety Policy. In respect to point 10.k above, it is the responsibility of the hirer to ensure no activities are carried out in breach of health and safety guidelines. The hirer must report any health & safety issues without delay to the Activities Coordinator / duty manager.

J.Howell

Treasurer, Trustee

For and on behalf of Hasbury Christian Fellowship

Revised December 2022

### **NOTES**

Hirers' attention is drawn to the following which have been particular issues in the past:

- Careless spillages of coffee/tea onto carpets, speakers and other equipment. Coffee tables are provided and should be used.
- Bouncy Castles are not permitted on site.
- Smoking on site which is legally prohibited.
- Damage to doors through careless carrying of tables, chairs or other portable equipment.
- Damage to tables, chairs and other equipment.
- Dangerous stacking of chairs - no more than 5 high other than in all rooms.
- Dangerous carrying of loads (eg. one person carrying two tables at once.)
- Blocking emergency exits with furniture.
- Parking across neighbours' drive ways.

Hirers appreciate the very high standard of accommodation at Hasbury Christian Fellowship. but this necessitates a greater level of care from users in order to maintain the high standard on offer. We are very grateful for your consideration.

Updated December 2022

## **Charges for lettings**

(Jan 2020 unchanged for Dec 2022)

<b>Hasbury Christian Fellowship</b>	
Room / Facilities Hire	
<b>Community Rate</b>	
	Per Hour
Main Hall* (includes use of kitchenette and toilets)	£17.50(min £35 charge)
Audio Visual system (in conjunction with main hall)	£2.50
Multi purpose Hall*	£10.00 (min £20 charge)
Lounge*	£8.00 (min £16 charge)
Audio Visual system (in conjunction with lounge)	£1.50
Kitchen* for food preparation (in conjunction with other rooms) Kitchen for drinks only (in conjunction with other rooms)	£6 (min £12 charge) included
* Discounts apply for use of more than one room	

<b>Hasbury Christian Fellowship</b>	
Room / Facilities Hire	
<b>Business Rate</b>	
	Per Hour
Main Hall* (includes use of kitchenette and toilets)	£20.00(min £40 charge)
Audio Visual system (in conjunction with main hall)	£5.00
Multi purpose Hall*	£15 (min £30 charge)
Lounge*	£10 (min £20 charge)
Audio Visual system (in conjunction with lounge)	£2.00
Kitchen* for food preparation (in conjunction with other rooms) Kitchen for drinks only (in conjunction with other rooms)	£10.00 (min £20 charge) included
* Discounts apply for use of more than one room	