



St John the Baptist's Church,
Church Road, St John's, Woking, GU21 7QN
Church Office 01483 377477
Email: office@stjohnswoking.uk; www.stjohnswoking.uk

TERMS AND CONDITIONS OF USE OF THE CHURCH BUILDINGS INCLUDING YOUTH CENTRE

(Please retain these for reference until after your event)

We are very happy that you wish to use the Church buildings, and hope you will have a good experience here. We hope that you will understand that for reasons of health and safety, child protection, etc, we have to spell out the terms and conditions of use.

1. SUPERVISION

The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents: their care, safety from damage however slight, or change of any sort, and behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and access to the premises or neighbouring properties.

2. USE OF PREMISES

The hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies.

The hire covers the use of the building only, as booked, and where it includes use of the church kitchen, does not extend to the use of kitchen consumables, which need to be provided by the hirer.

Any service of praise or worship held anywhere in the building must have the prior authorisation of the St John's Vicar or Associate Minister and must be led by someone who subscribes to the Church of England Evangelical Council's Basis of Faith, including the additional declarations <https://ceec.info/about/what-we-believe/>

3. GENERAL CARE OF THE BUILDING

The hirer undertakes to:

- a) Respect the property and furnishings and leave the building in the condition it was found. If the building is not left clean and in good order, the hirer shall reimburse the PCC for any costs incurred by the church for additional cleaning after the hiring necessary to ensure that the premises are clean for normal use.
- b) Vacate the premises no later than the time booked. Sufficient time must be provided in the booking slot for set-up and clearing up.
- c) Not adjust any radiators or central heating settings.
- d) Obtain permission if the chairs in the main body of the church are to be moved, Chairs must be returned to their original positions at the end of the event.
- e) Not attempt to move the dividing doors between the church and the narthex. Whether the doors are to be left open or closed should be arranged with the office in advance of the hire.
- f) Not stick anything to the walls, doors, windows and cupboard doors as these damages the surfaces.
- g) Report any damages immediately and make appropriate payment.
- h) Not pass keys to another person or copy them without prior permission.
- i) Report to the Church Office (01483 377477) if the rooms are not clean and tidy on arrival.
- j) Remove all rubbish arising from the booking. The use of the church bins (internal and external) is prohibited and additional charges will be levied if these are used.
- k) Clear up by
 - i. ensuring that all equipment is stacked away carefully and tidily
 - ii. vacuuming carpets
 - iii. sweeping the hall floor (if in the youth centre)
 - iv. washing down the surfaces in kitchen and cleaning the sink
 - v. making sure all the toilets have been flushed and are clean.
- l) Ensure before you leave that
 - i. All internal and external lights are switched off and all water taps are turned off
 - ii. all fire exits are closed and all windows are locked
 - iii. all food and rubbish have been taken away
 - iv. the front door of building has been locked
 - v. the alarm has been set (if asked to do so).

4. SAFEGUARDING

- a) The Parochial Church Council of St John's Parish Church has adopted the Church of England's Policy for Safeguarding Children, Young People and Vulnerable Adults. By accepting this agreement, you are taking responsibility to comply with this policy <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf> Policy and practice guidance: <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance> or any equivalent safeguarding policy of your own, providing it meets or exceeds the following standards:
- You should 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 adequate adult supervision is provided.
 - Safer recruitment of 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.
 - Maintain a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it annually.
 - 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 should 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 attending the activity should be kept securely. This will include details of their name, contact details of parent/guardian/carers etc., date of birth and next of kin;
- b) The church does not provide public liability insurance for any group or organisation other than its own. The activities of the group/organisation should be covered by an insurance policy providing full public liability cover in respect of any claims arising out of the group's activities.
- c) Within 24 hours you must inform the Parish Safeguarding Officer (safeguarding@stjohnswoking.uk, 07763456015) 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.

Private hire or one-off users who do not have a Safeguarding Policy should nevertheless comply with general Church of England guidance, and note the points above.

5. ACCIDENTS AND INCIDENTS

- Hirers are responsible for any accident, injury or damage arising out of the activity for which they have booked the premises and agree to indemnify St John's Church in the event of any claims arising out of such accident, injury or damage.
- It is the responsibility of the hirer to ensure that the premises and any equipment they may be using are safe for the purposes for which they intend to use them.
- The hirer is required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirers after the event.
- A book is provided for this purpose and this is located in the kitchen and marked 'Hirer's accident/incident book'.

The following information should be recorded:

- Name, address and telephone number of person(s) injured
- Exact time and place of the occurrence
- Detailed description of accident / incident, and of any apparatus or equipment involved
- Name, address and telephone number of any witness(es) to the accident. Signed witness statements should be obtained if possible.

The hirer must notify the Church Office (01483 377477) as soon as possible after the accident / incident, but in any event within 24 hours.

Any apparatus or equipment involved must be retained for inspection.

- e) Any failure of equipment belonging to the church must also be reported as soon as possible.

6. OTHER HEALTH AND SAFETY MATTERS

- A risk assessment should be conducted for your activity. Regular hirers should carry out a risk assessment each year and give a copy to the Church office.
- Hirers should ensure they know the location of fire extinguishers and emergency exits.

- c) Fire exits should be unobstructed at all times.
- d) No smoking, vaping or illegal substances are allowed on the premises.
- e) Under the church's premises licence, hirers must ensure there is no loud noise after 11.00 pm and no public nuisance caused.
- f) Any electrical appliance brought on to the premises should be assessed under PAT regulations by an authorised person.
- g) The hirer should ensure that no animals or birds, except assistance dogs, are brought into the premises other than by prior agreement.

7. PARKING

Hirers must ensure that local residents have access to their properties at all times, especially along Jackmans Lane, where the only way in and out is past the church. There is parking in Church Road or in the car park at the rear of the church.

8. UNFIT FOR USE

In the event that the premises or any part thereof being rendered unfit for the use for which it has been hired, the PCC shall not be liable to the hirer for any resulting loss or damage whatsoever other than the cost of the hire.

9. LEGAL REQUIREMENTS

- a) Hirers should ensure that they comply with the law regarding food hygiene, fair trading, copyright, public performance of music, film, etc.
- b) If hirers intend to sell or supply alcohol, they should check with Woking Borough Council whether they need a Temporary Event Notice. Please note that the consumption of alcohol is not permitted in the youth centre or its grounds.

10. REGULAR BOOKINGS

Regular bookings are for a fixed period only, not exceeding 12 months, but application can be made to renew this. The PCC reserves the right to terminate the hire agreement or refuse further bookings if the users do not comply with our Lettings Policy and these terms and conditions.

11. REFUSAL OF BOOKING

The PCC reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time before or during the term of the agreement. This could include events which are deemed to be unsuitable or offensive or conflict with the ethos of St John's Church. The hirer shall be entitled to reimbursement of any monies paid up until the point of cancellation. The PCC shall not be liable to make any further payment to the hirer.

12. NON-COMPLIANCE

Any failure on the part of the hirer to comply with the above clauses, including the safeguarding requirements, would constitute a breach of the agreement and may, depending on the severity of the failure, result in the agreement being terminated.

Contact details:

St John the Baptist's Church, Church Road, St John's, Woking, Surrey GU21 7QN

Church Office 01483 377477

email office@stjohnswoking.uk

www.stjohnswoking.uk

On the day contact for bookings in the Youth Centre: Sally Martin 07833 111252