

Lettings Policy/Conditions



Trinity Baptist Church want to see the premises to be used in a way that advances the work of the Church within the community of Bacup, through Church activities, Church sponsored activities and suitable community activities which help build bridges between the Church and the local community. Our attitude towards an application for the use of our premises will be a positive one and we will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. We will not, however, accept bookings for activities which are in conflict with the Church's Vision statement and Values or will prevent our regular activities from functioning in full.

The church's premises are available for hire, subject to availability. Any letting is at the discretion of the Deacons and is subject to the following conditions.

Bookings or lettings are permitted and encouraged as guided above all by the Mission Statement of our Church:

- To love and worship God as revealed in Jesus Christ
- To grow in our knowledge and experience of Him
- To grow in fellowship with each other
- To make Jesus Christ known and to share His love with others

This means the intended use of the premises is primarily for the promotion of Christian faith and life.

Consequently, the prime use of the premises will be to assist the many Christian groups of our church (and also of other churches) promote Christian faith and life.

In a conflict of interest between secular bookings (to raise money) and spiritual meetings, the church will generally prefer to support the spiritual use.

This also means that those practices that are considered either incompatible with Christian faith as expressed in our Mission Statement, or are considered to be unhelpful towards our presentation of ourselves as a Christian church are ruled out. We rule out:

Events which include teaching, religious acts or promotion of other faiths, ideologies or religions which do not accept Jesus Christ as Lord and Saviour.

Any sports which inflict violence.

Smoking

Alcohol, [either selling or serving]. Legally prohibited by Trust deed on our premises.

Gambling, [including raffles and games of chance etc]. Again prohibited by Trust deed.

Sexually explicit or pornographic material whether visual, written or spoken.

Anything perceived to have an occult dimension.

(This would also mean that in any sale of material, no material would be sold including any of these excluded elements, i.e., promoting other faiths/ideologies, pornographic material, or occult material, even if these elements had been given to those planning the sale.)

Any illegal activity.

General Conditions

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
3. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.
4. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
5. The Church reserves the right to cancel a letting in the unlikely event of unavoidable circumstances such as Funeral requiring use of all or part of the Premises.
6. After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out (NB some external lights are on sensors/timers) and all doors and windows properly secured. Particular attention should be paid to the kitchen & toilets.
Cleaning materials are available. You should include clearing up time in the hours booked.
Please take away ALL rubbish created. A charge may be levied for the removal of rubbish.
Do not leave any food on the premises.
Please ensure only recyclable material is placed in the recycling bins. (Paper, cans & plastic bottles only)
7. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed.
8. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
9. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
10. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
11. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures.
12. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

13. Groups using the premises where children or vulnerable adults are present, under the care of leaders, should have a Safeguarding Policy Document. You will be asked to show evidence of this.

14. Groups or individuals hiring the rooms are NOT COVERED by the church's Public Liability insurance. You are strongly advised to take out your own cover, either by an extension to household insurance or by a separate policy.

15. You are responsible for the behaviour of all people using the building during the period of the hiring.

16. Due to hygiene regulations, where food is being prepared or served on the premises, there should be persons holding appropriate food hygiene certificates involved in the preparation.

17. Access to the premises in advance of, or after, the time booked, cannot be guaranteed. If you need time to set up or clear up, this should be booked.

18. As we have houses adjoining our property, we seek to be good neighbours, and do not wish any event to create unacceptable noise or inconvenience for our neighbours. Therefore we ask that any event shall finish by 11pm, and that there shall be no discernible noise after 11pm. Users playing music should keep the volume to a 'reasonable' level. Thank you for your co-operation in our good neighbourliness.

19. Please ensure that there are no obstructions on Bank House Lane as access is required day & night by the residents. Car should be parked on the main road.

20. To prevent damage to the floors, skateboards, skates and similar items are not permitted.

21. The premises must not be sub-let or used for any purpose not stated at the time of booking.

22. You should take all reasonable precautions to guard against the risk of fire. Please ensure that fire exits are left clear, and you know the locations of extinguishers.

23. Any mains electrical items, (including extension leads) brought onto the premises must have a current PAT test certificate.

24. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures.

25. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

26. We require all external groups working with children, young people or adults at risk on church premises to:

provide confirmation of up to date safeguarding policy and procedures;

ensure all paid staff and volunteers have been subject to DBS checks, in line with national government guidance; see

<https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.