



Immanuel Baptist Church

ROOM HIRE CONDITIONS OF USE

The rooms at Immanuel Baptist Church (hereafter called the Church) may be used by organisations or persons with the following conditions:

1) Provided that the persons hiring the premises (hereafter called the Hirer) observe, fulfil and are subject to the terms and conditions of our Liability insurance, they are indemnified in respect of any legal liability in respect of injury or damage arising from an incident happening at and in connection with the use of the Church buildings. However, it is strongly recommended that the hirer has their own Public Liability Insurance with a minimum Limit of Indemnity of £1 million. A copy of this should be submitted at the time of booking.

Please Note: the Hirer will be asked to sign a statement confirming that activities conducted at the Church will be in accordance with current COVID-19 regulations and that the Hirer's Public Liability Insurance will cover any cases of COVID-19 which are traced to their activities at the Church.

2) A booking form must be submitted to the office prior to any booking being confirmed:

- a) For a single session, the approval of the Church Secretary or Minister is required.
- b) For multiple sessions, the approval of the Church Trustees must be obtained.
- c) The Minister and Church Secretary reserve the right to refer any application to the Church Trustees, and the Trustees to refer any application to the Church Members for approval.

3) A fee is payable to the Church for the hire of rooms. The fee shall be agreed prior to the commencement of the use of the premises and hire charges will be subject to annual review.

4) A minimum of one month's notice may be given by either party to terminate the letting or by the church to cancel a booking should a room be required for church use. Cancellation of bookings by the hirer with less than one month's notice may be subject to a charge of up to the full cost of hire. In exceptional circumstances, the church reserves the right to cancel a booking at short notice.

5) The following conditions for the use of rooms shall apply:

- a) Activities that do not comply with the doctrines or beliefs of the Church are prohibited on the premises.
- b) Smoking and the consumption of alcohol are strictly prohibited on Church premises.
- c) Rooms shall not be used for party political meetings.
- d) The entrance doors must be securely locked once the session has started.
- e) The Hirer must keep a register of all people at their event so that, in case of fire, all attendees can be accounted for.
- f) All users of the premises are expected to respect other groups and individuals on-site.
- g) It is the responsibility of everyone to ensure any equipment brought onto the premises is safe and used correctly.
- h) It is strongly recommended that the Hirer brings a First Aid kit.
- i) No equipment except tables and chairs may be used unless by prior agreement and requested on booking form.
- j) Rooms shall be left clean and in good order; all rubbish must be taken away by the Hirer.
- k) Any damage to Church property or equipment must be reported and shall be paid for by the organisation or individuals responsible.
- l) Rooms shall be vacated by the time allocated and paid for. To respect our neighbours, the premises must be completely vacated by 10pm at the latest. Please take this into account when organising your event.

6) The Church is not responsible for any possessions or equipment brought into the Church or for vehicles parked outside.

7) Where premises are used by children, the Hirer is responsible for complying with the Government's DBS guidelines set out in the document 'Safe from Harm'.

8) Failure to adhere to the Conditions of Use of Immanuel Baptist Church may result in the cancellation of a regular booking and/or no further bookings being accepted from the Hirer.

Room Hire Complaints Procedure

The Church values its relationship with those who hire its rooms. Whilst most bookings take place without any issue, it is acknowledged that there may be occasions when a Hirer may wish to express dissatisfaction about an aspect of their time on-site. If this occurs, the Church's aim is to endeavour to resolve the matter in a sensitive, timely and fair manner.

In the event of wishing to make a complaint, the following procedure should be followed:

- In the first instance, an informal complaint, providing as much detail as possible, should be made directly to the Church Secretary, either verbally or in writing via the Church address. The aim would be to resolve the complaint within two weeks of its receipt.
- Should it prove difficult to resolve the issue informally, the complainant should make a more formal complaint, in writing, and send it to the Church Secretary via the Church address. Wherever possible, the aim would be to reach a mutually satisfactory resolution within six weeks.
- In the unlikely event that no resolution to the matter can be reached, the Hirer would be welcome to forward the complaint to an appropriate external body.

Health and Safety Procedures for All Users of the Premises

Fire Procedure

1. If a fire is discovered or suspected, one of the fire alarm boxes situated throughout the Church should be triggered.
2. Summon the Fire & Rescue Service as soon as possible.
3. Once the continuous fire alarm sounds, everyone should evacuate the Church premises following the Fire Exit signs. The Fire Muster Area for the Church is the public car park to the north of the Church in Bradford Road (opposite the Mosque). The lift must NOT be used in the event of a fire.
4. The Hirer should take the register of attendees for a roll-call in the Fire Muster Area.
5. No-one is to re-enter the Church premises until instructed by the Fire & Rescue Service.
6. Unauthorised persons should not attempt to use the Church fire extinguishers & must NOT silence the fire alarm. It is the responsibility of all who use the premises to make themselves familiar with the fire exits in the Church. Under no circumstances should any fire escape routes or exits be blocked by furniture or any other item.