



Hiring Application Form

- 1. Name of organisation (if applicable)**
- 2. Description of the proposed activity**
- 3. Dates and times required**
- 4. Room(s) required**
- 5. Equipment requested (for example use of church crockery)**

Agreed: yes/no

- 6. Name, address and telephone number of person responsible for the booking**
- 7. Name, address and telephone number of person supervising the activity (if different from the person responsible for the booking)**
- 8. In the case of activity involving children has your organisation confirmed that they are familiar with the relevant sections of the Church's safeguarding policy and procedures and have an understanding of it and are able to follow it.**

Agreed yes/no

- 9. Agreed fee**

I confirm that the hiring conditions are accepted

Signed

Date

Application accepted: yes/no

Policies and Liability Insurance seen: yes/no

Signed

Date

On behalf of Clayton Baptist Church

Review date

Conditions of Hire Policy

1. Activities in the Church building shall be consistent with the Christian faith and ethos as interpreted by this Church.
2. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50 for all new hiring arrangements, this 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.
3. The agreed fee for the ongoing use of the accommodation must be paid by standing order, payments to be scheduled in advance of each hiring session.
4. The Church retains control, possession and management of the accommodation and the User has no right to exclude the Church from the premises.
5. 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.
6. 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.
7. The Church reserves the right to move a booking to a different part of the Church or alternative location or cancel it on a particular date if an urgent and unexpected Church need arises.
8. 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 and all doors and windows properly secured (this includes the upstairs premises). The tables (and chairs if necessary) must be wiped clean and all mess removed from the floors. Vacuum cleaners, brushes etc. are available; please speak to the Booking Secretary, Tony Lightowler, for details
9. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed. Gambling is not permitted on the premises.
10. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the Church.
11. The User should have vacated the premises by the time arranged when booking unless special arrangements have been made subsequently with the Booking Secretary
12. Users should ensure that they have their own liability insurance appropriate to their activities and a copy of this is made available to the Church. 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. The User will keep the Church indemnified against any claims for which the Church is not responsible.
13. All external groups will provide the Church with copies of their safeguarding, health and safety and GDPR policies or any other policies that they are relying on in order to run their activity.
14. 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.
15. 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.
16. Users working with children and young people should confirm that they are familiar with the

Conditions of Hire Policy

relevant sections of the Church's safeguarding policy and procedures and have an understanding of it and are able to follow it; the Church's policies and procedures represent the minimum standards which need to be complied with.

17. It is a requirement of all external groups working with children and young people or vulnerable adults on Church premises to:
 - a. Ensure all paid staff and volunteers have been subject to DBS checks, this includes 16 and 17 year olds.
 - b. Be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.
18. Fire precautions and safety:
 - a. Users of rooms, leaders and organisers must make themselves familiar with fire exits and procedures in case of fire and convey the information to their respective groups. If the fire alarm sounds it is imperative that the building is evacuated immediately in all circumstances. This must be carried out in an orderly manner via the normal fire exit routes, which are clearly marked and then assemble outside the building, on the Church side of the gates, to await further instructions.
 - b. A first aid kit is located in the kitchen/back room area. In the case of any accident on the premises, the accident book must be filled in giving all details and the event reported to the Booking Secretary. The accident book is kept in the main kitchen. First aid equipment is available in the kitchen/back room area. Users are responsible for making suitable first aid arrangements for their activities. If the first aid kit is used and there are items that have been used or are missing please contact the Booking Secretary.
 - c. Children and young people under the age of 16 are not allowed to work in the kitchen for safety reasons unless supervised by an adult.
19. The Church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
20. The Church reserves the right to amend or add to the above conditions. Prior notice will be given to all Users should this be the case.
21. If it becomes necessary to cancel or change any booking, please notify the Booking Secretary
22. Where the User hires the accommodation on a regular basis the Church will review the hiring every six or 12 months as agreed with the User. If the Church wishes to terminate the regular use of the accommodation by a particular group reasonable notice will be given.