

All Saints Anchorsholme

GENERAL RULES GOVERNING THE USE OF THE PARISH CENTRE

1 Preamble

The Parish Centre belongs to the church for the community. Please treat it with respect. The management of the Parish Centre is vested in the Parochial Church Council (the PCC).

2 Use of the Parish Centre

Use of the Parish Centre and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement. The Parish Centre shall be open to all members of the community. But the PCC reserves the right to refuse entry of individual members of the public.

3 Applications to book the Parish Centre

- 3.1 Application for use of the Parish Centre shall be made to the Parish Administrator.
- 3.2 The right to refuse any application for the use of Parish Centre facilities is reserved to the PCC or the Parish Administrator, provided that the Parish Administrator reports his/her action to the next meeting of the PCC. The PCC may refuse an application to use the Parish Centre's facilities if, in its opinion, the use by a particular organisation or individual presents a risk of public disorder or of alienating the Church's beneficiaries or supporters.
- 3.3 All arrangements for the use of the Parish Centre facilities are subject to the Church reserving the right to cancel bookings when the premises are required for special events as determined by the PCC.
- 3.4 Regular weekly and monthly bookings are considered to be permanent. All other hirings are occasional and will be considered by the Parish Administrator at the time of booking.

4 Hours of Opening

Facilities at the Parish Centre are available for the use of its members, and of outside hirers, from 9am to 10pm daily Monday to Saturday, and from 1 - 5pm on Sundays. The Parish Centre may be hired for other activities at times agreed with the Parish Administrator.

5 Maximum Capacity

The Parish Centre has a maximum capacity of 150 (this figures include helpers and performers), and on no account shall these figures be exceeded.

6 Safety Requirements

Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:

- 6.1 obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public exit;
- 6.2 the Parish Centre is a no smoking area.
- 6.3 fire-fighting appliances shall be kept in their proper place and only used for their intended purpose;
- 6.4 the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Parish Administrator.
- 6.5 performances involving danger to the public shall not be given.
- 6.6 highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature shall be undertaken or erected without the consent of the PCC.
- 6.7 the controls on the central heating boiler must not be touched. The controls on the individual radiators may be adjusted if necessary BUT must be returned to their original setting before leaving. No unauthorised heating appliances shall be used on the premises;
- 6.8 the First Aid box shall be readily available to all users of the premises. The Parish Administrator shall be informed of any accident or injury occurring on the premises and

any use of the first aid box.

- 6.9 all electrical equipment brought into the building shall comply with the current Electricity at Work Regulations.
- 6.10 in case of emergency the nearest pay phone is located in the corridor of the Parish Centre.

7 Supervision

The hirer or person in charge of the activity shall not be under 18 years of age, and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision. All organisations must conform to appropriate supervision requirements of the Children Act and their own individual supervisory regulations.

When the premises, or any part of them, are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty.

All persons in charge or on duty shall familiarise themselves with the procedure for evacuation of the premises and shall be familiar with the fire-fighting equipment available.

8 Storage

The Parish Administrator is authorised to grant permission for the overnight storage of goods and equipment brought to the Parish Centre for a particular function or event. However, the permission of the PCC must be obtained before goods or equipment are left or stored at the Parish Centre for longer periods.

9 Regular Users

Regular users must give notice when the parts of the Parish Centre they normally use are not required, for example, for holidays; or when they would require longer use than normal such as for special events. The Parish Administrator should be given a programme of events for each organisation to help in the smooth running of the Parish Centre.

10 Nuisance

- 10.1 **Litter shall not be left in or about the Parish Centre premises.**
- 10.2 Except in the case of trained guide-dogs for the blind, animals are not permitted in the Parish Centre.
- 10.3 **Hirers and organisers of events in the Parish Centre are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building not to cause inconvenience for the occupiers of nearby houses and property. To prevent noise nuisance, windows and doors must not be opened and the mechanical ventilation system must be used if the rooms become too hot.(above 25 degrees centigrade).**

11 Keys

- 11.1 All key holders will be required to sign on receipt of keys. A register of keyholders will be kept by the Parish Administrator.
- 11.2 Keys must be kept safe at all times and not identifiable with a name tag showing the name of the church or Parish Centre.
- 11.3 Keys must not be passed on to a third party.
- 11.4 Duplicate copies of keys must not be made.
- 11.5 Loss of keys must be reported immediately to the Parish Administrator. A charge will be made for replacing lost keys.
- 11.6 Keys must be kept in the possession of the key holder at all times while in the building, and must not be left in doors or lying around.
- 11.7 After locking up, keys must be returned to the Parish Administrator within 72 hours.

12 On Leaving the Premises

Return all furniture and equipment to their original position, especially chairs and tables after use. Leave the premises and surrounds in a clean and tidy condition and sweep the floor to remove litter. Cleaning equipment is available. Ensure that the toilets are flushed and all taps, water heater and lights are switched off. Please report ANY damage or concerns to the Parish Administrator. All doors and windows must be locked.

13 Kitchen

- 13.1 Special care must be taken when using kitchen equipment.
- 13.2 Children under the age of 12 years are not allowed in the kitchen.
- 13.3 All cutlery, crockery, pans, tea pots etc. to be washed, dried and returned to cupboards and/or surfaces where found.
- 13.4. All surfaces to be cleaned down using the appropriate cleaning materials provided.
- 13.5 Wet tea towels are to be hung up to dry.
- 13.6 Floor to be left clean and dry.
- 13.7. **All rubbish must be taken home.**
- 13.8 All breakages or failure of any equipment to be reported to the Parish Administrator.
- 13.9 All empty tins, containers, plates, serving dishes, etc., not collected will be disposed of.
- 13.10 All kitchen equipment, especially cookers, fridges, freezers, must be left clean and dry.
- 13.11 Before leaving kitchen, all lights, fans, and appliances, except fridges and freezers, are to be switched off.

14 Loss of Property

The Church cannot accept responsibility for damage to, or the loss or theft of Parish Centre user's property and effects.

15 Car Parking

As far as possible, cars should be parked in the car park provided within the marked lines. There are special spaces for disabled drivers. In the event of the car park being full, users of the Parish Centre should not park their cars so as to cause an obstruction. It is required by law that space on the roads is such as to allow emergency vehicles to have access at all times. Users of the Parish Centre should avoid undue noise on arrival and departure. Cyclists should park their cycles in the racks provided. The church cannot accept responsibility for damage or theft to vehicles or bicycles whilst on parish centre property.

16 Intoxicating Liquor

No intoxicating liquors are permitted to be bought, or sold on any part of the premises without the express permission in writing to the PCC whose consent must also be obtained prior to the Hirer seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

17 Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the Parish Centre premises shall ensure that the requirements of the relevant legislation are strictly observed. Furthermore, it is the policy of All Saints PCC that no games of chance are to take place on Church premises (i.e. tombola, raffles etc).

18 Special Restrictions

No activities or teaching about Halloween, yoga, astrology, the occult, new age practices or activities of a similar nature will be permitted whatsoever. The parish centre may not be used for personal gain.

19 Special Licences

It is the responsibility of any independent user group to check if it requires a licence for any of their activities, and, if so, to obtain one.

20 Insurance

Unless a group is authorised by the PCC it must have its own liability insurance. Outside groups using the Parish Centre, should have their own liability insurance. People arranging private parties should check to ensure they are fully insured.

21 Charges

A review of charges for the Parish Centre will take place annually in January. Hirers will be informed.

22 Conditions of Hire

- 22.1 THE HIRER shall comply with all the above rules.
- 22.2 THE HIRER shall pay the balance of fees two weeks prior to booking date. All cheques, payable to All Saints Anchorsholme, are to be sent to the Parish Administrator when confirming hire of the Parish Centre. If the Hirer wishes to cancel the booking, any repayment of fees shall be in the discretion of the PCC. In the event of the Church cancelling the booking all fees paid by the Hirer shall be refunded.
- 22.3 On making the booking, THE HIRER shall inform the Parish Administrator of all requirements.
- 22.4 THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- 22.5 THE HIRER shall indemnify the Church for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
- 22.6 THE HIRER shall, if selling goods on the Parish Centre premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.