

Fairfield Methodist Church

AGREEMENT & CONDITIONS OF HIRE

Your use of the church premises is subject to the constraints of English Law, to the general requirements of The Methodist Church, and to the conditions imposed by the Church Council as managing trustees.

1. **SECURITY** - You are expected to take all reasonable precautions to ensure the security of the building and its contents.

Valuables - You should take note, and warn all other users, that money and valuables should never be left unattended in any part of the building.

Keys - Key-holders are expected to keep their key(s) safely. They should only be lent to authorised persons and additional copies should not be cut.

2. **REPORTING DEFECTS AND ACCIDENTS** - You are expected to report all damage, defects or accidents occurring on the premises. If you discover a situation which you feel could cause an accident this should be reported, immediately, to one of the church officers. Circumstances which make the premises less pleasant or convenient than is desirable should be similarly reported. If there is anything which you can do to prevent an accident you are expected to take action to do so.

Cost of breakage - You are expected to report any damage or breakage, resulting from your use of the premises, and to pay the cost of repair or replacement.

3. **SAFEGUARDING OF CHILDREN** - The Church Council requires evidence that any organisation, using the building, is aware of the Home Office guidance and the policy of The Methodist Church regarding safeguarding children and young people and have developed their own policy to ensure compliance. A copy of this policy is available.

4. **RISK ASSESSMENT** - In compliance with legislation and Methodist Church insurance, hirers are responsible for doing a risk assessment of their use of the hired accommodation.

5. **EMERGENCY VEHICLE ACCESS-The Church Car Park is shared between Fairfield Methodist Church and our neighbours Wesley House which is part of Johnnie Johnson Housing Association. There is an absolute need to control parking so that at all times access for Emergency Vehicles to both the Church and to the adjoining Wesley House is maintained. Wherever possible you should encourage people attending your event to park outside the immediate area around the Church. We would also encourage you to have on site a duly authorised person trained in first aid and have access to a mobile phone in case of emergency.**

6. **DUTY OF REASONABLE CARE** - All users of the premises are expected to be familiar with current Health and Safety Law, to take all reasonable steps to avoid foreseeable risks and to be vigilant in looking out for hazards.

Public safety - You are expected to avoid leaving any of the following in areas where the public may have access: obstructions over which a person might trip; any item with sharp edges; objects which might fall from a height; substances known to be hazardous to health; and hand or power tools of any type.

Priority in emergencies - The church puts the safety of any occupants of the premises much higher than the protection of property. Evacuation should be the first priority in any emergency and the second should be to call the Emergency Services. No one should take risks fighting fires and extinguishers are provided only for use on really small fires.

Emergency Exits - While the building is occupied by groups of people there must be proper provision for them to get out in an emergency. To this end, the door by which they entered must be left unlocked throughout the period of occupation.

There is an additional emergency exit at the rear of the main church building, which can be opened by pushing the "Fire bar". If you are a key-holder who is locking up, you are expected to see that these doors have not been left unsecured.

Alarms-For your safety there is a CO2 detector & full fire alarm installed in the premises.

Fire separation doors - The doors between rooms in the building are there to prevent the spread of fire. They should only be propped open when people are going through them. Please ensure that these are closed when you leave the premises.

7. **ELECTRICAL SAFETY** - Great care must be taken when using electrical equipment on the premises. Permission should be sought before bringing power tools, heaters, cookers and lighting equipment onto the premises. The safety of your equipment is your responsibility and we recommend that all appliances are regularly tested by a qualified electrician. Coiled extension leads, worn flexes and items with guards which do not meet current British Standards are not acceptable.
8. **HAZARDOUS SUBSTANCES** - Inflammable, volatile and toxic substances should not be brought onto the premises without prior permission of a church officer.
9. **FOODSTUFFS** - All foodstuffs must be stored in closed tins or jars, labelled with the owner's name. Any spillage of food or beverages must be cleaned up before leaving the premises. We are a "Fairtrade" Church and we urge you only to use these products in our premises.
10. **TIDINESS** - You are expected to ensure that the premises, including the toilets, are left in a condition which will be acceptable to the next users. Any spillage or mess should be cleaned up. If you or your organization sets up furniture for your use it must be replaced as you found it unless you are instructed to the contrary.
11. **KITCHEN** - The kitchen is a protected area for preparing food only. You may use it to prepare beverages and food by arrangement at the time of booking. Every effort should be made to avoid contamination of the work-tops by not placing large cartons, shopping bags, handbags or garments on them and by use of the sanitizing spray when appropriate. Further guidance will be provided on request. You are expected to wash up afterwards and to bring your own drying up cloths. Please ensure all kitchen appliances including the cooker & boiler are switched off before you leave the premises.
12. **SMOKING & ALCOHOL** are not permitted on the premises.
13. **COPYRIGHT LAW**- The playing of sound recordings on these premises may demand a license which this church does not have. This does not apply to worship, private functions and some other activities. Full details can be found on website www.ccli.co.uk.
14. **GAMBLING** - In general The Methodist Church is opposed to gambling. You should not sell raffle tickets or operate Tombola on the church premises unless you have obtained express permission to do so.
15. **CHURCH ACTIVITIES** - You are reminded that certain essential church functions have to take precedence over other activities. Special services, such as funerals, may be arranged at short notice. Sunday has a special significance and you are asked to consult the officers of the church before arranging any events or activities on that day.
16. **STORAGE** - You may only store items on the premises if space has been specifically allocated to you. Unauthorised items will be removed without warning.
17. **INSURANCE** - If you use the premises on a regular basis you are required by The Methodist Church to have your own Public Liability Insurance. Evidence of insurance will be requested when new agreements are being set up. You are also advised to consider having your own insurance to protect your members and property.

In this document, the terms "Users" and "You" refer to the individuals, groups or organisations who make use of the church premises for meetings or other activities. "The church premises" refers to the buildings known as **Fairfield Methodist Church, Fairfield Road, Buxton SK17.7DU**. "The Methodist Church" means the Methodist Church in Great Britain and "The Church" and "The Church Council" refers to the Church Council of Fairfield Methodist Church, the members of which are the managing trustees of the premises.

Your contact is: **Church Secretary who can be contacted by e mail: secretary@fairfieldmethodistchurch.org.uk**

I AGREE TO THESE CONDITIONS FOR THE PERIOD OF TIME I AND/OR THE ORGANISATION I REPRESENT ARE ON THE PREMISES OF FAIRFIELD METHODIST CHURCH. I UNDERSTAND THAT UNTIL THIS FORM HAS BEEN RETURNED AND ACKNOWLEDGED THE ROOM(S) ARE STILL AVAILABLE FOR OTHERS TO HIRE.

Signed..... Name (printed)..... Dated.....

**Organisation
Address**