

Fairfield Methodist Church

AGREEMENT & CONDITIONS OF HIRE

Your use of these church premises is subject to the constraints of English Law, to the general & specific requirements of The Methodist Church, and to the conditions imposed by the Church Council as managing trustees stated in the three pages of this agreement.

In this document, the terms "Users" and "You" refer to the individuals, groups or organisations that make use of the church premises. "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.

1. **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS** - The Church has adopted a clear policy on Safeguarding for both Children & Vulnerable Adults. The full policy also applies to hirers or users of these premises and can be found on our website at this link <http://www.fairfieldmethodistchurch.org.uk>. All Organisations or individuals using our premises **MUST** specifically agree to conform to this policy further details of which are on page 3, section 19 of this agreement.

2. **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.

3. **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.

4. **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.

5. **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.

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 - 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. **The marked evacuation point is outside the gate on Fairfield Road close to the white "Church" sign.**

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. **This is the primary Emergency Exit.**

There is an additional emergency exit at the rear of the main church building, which can be opened by pushing the "Fire bar". **EVACUATION** using this door is by turning right and following the line of the Church into the car park and then to **the marked evacuation point at the bottom of the car park close to Fairfield Road.**

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

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

7. **ELECTRICAL SAFETY** - No electrical equipment which includes leads & multi sockets should be brought onto Church premises without explicit consent being given to you in writing by the Church Secretary.
8. **HAZARDOUS SUBSTANCES** - Inflammable, volatile and toxic substances should not be brought onto the premises without explicit consent being given to you in writing by the Church Secretary.
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 may 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 from the Church Secretary.
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. You are advised to consider having your own insurance to protect your members and property.
18. **LEAVING PREMISES AT END OF BOOKING**- Please ensure all kitchen appliances, lights and taps are switched off, all doors closed and the premises locked, having due consideration for our neighbours at Wesley House.

19. The Safeguarding children and vulnerable adult's policy for hirers/lettings of Fairfield Methodist Church

1. The policy was agreed at a Church Council held on 22nd October 2012. It is reviewed annually.
2. The Fairfield Methodist Church is committed to the safeguarding and protection of all children, young people and vulnerable adults, and that needs of children or of people when they are vulnerable are paramount.
3. The Church recognises that the serious issue of abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual abuse or neglect. It acknowledges the effects these may have on people and their development. It accepts its responsibility for ensuring that all people are safe in its care and their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors of abuse and communities; also to minister carefully with offenders, and all those who care about them. It takes seriously the issue of promotion of welfare so that each of us can reach our full potential in God's grace.
4. The Fairfield Methodist Church commits itself to respond without delay to any allegation or cause for concern that a child or adult may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
5. The Fairfield Methodist Church commits itself to ensuring the implementation of the Methodist Church Safeguarding policies and procedures, of government legislation and guidance and of safer working practices in the Circuit and in the churches.
6. The purpose of this safeguarding policy is to ensure procedures are in place and people are clear about roles and responsibilities for children in our care and using our premises. Further information is available in the Methodist District and Circuit Policy and in the latest edition of the 'Safeguarding Children' handbook.
7. Good Practice:
We believe good practice means amongst other things that on these premises
 - i) All people are treated with respect and dignity.
 - ii) Nobody is to meet or work alone with child or young person where the activity cannot be seen.These things are to both safeguard those working with children and young people as well as those people who are vulnerable.
8. A fuller version of Safeguarding is available on the premises and can be found online at our website <http://www.fairfieldmethodistchurch.org.uk>.

The original copy of this policy has been agreed and formally signed by Fairfield Methodist Church Council on 22nd October 2012 and the original copy is held by the Church Secretary who can be contacted by e mail: secretary@fairfieldmethodistchurch.org.uk

I AGREE TO THESE CONDITIONS AND ACKNOWLEDGE THE POLICY AND RESPONSIBILITIES CONCERNING SAFEGUARDING AND AGREE TO UPHOLD GOOD PRACTICE 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