

HISTON BAPTIST CHURCH

CONDITIONS FOR THE USE OF THE CHURCH PREMISES

1. GENERAL CONDITIONS

The agreed fee for the use of the accommodation must be paid in advance of the hiring. 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 and the User will keep the church indemnified against any claims for which the church is not responsible. 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.

Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document "Safe from Harm".

2. DAMAGE

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. Damage must be reported to the Fabric Steward either directly in person, by telephone or by writing in the Notebook in the Fabric Steward's pigeon hole. All groups using the premises must be properly and adequately supervised and include a person or persons with total responsibility for the event. Any damage to the accommodation or furniture must be paid for.

3. SECURITY

The User is responsible for ensuring the premises are secure at the end of the event and this includes:

- Closing and securing all external doors and windows;
- Turning off all lights, including the toilets;
- Leaving the building in a clean and tidy condition – ready for the next group;
- Ensuring that all external doors are locked when leaving the premises.

4. THE KITCHEN

The kitchen is used for the preparation and cooking of food and should be treated with appropriate respect. To comply with Health and Safety regulations a person in possession of a Food and Hygiene Certificate must be present when preparing food. Inappropriate use of the kitchen may cause illness. Every group using the kitchen is responsible for leaving it clean and tidy after the event. All worksurfaces should be clean and dry and all crockery and cutlery should be washed, dried and returned to the appropriate cupboards and the waste bins should be emptied with full bags removed to beside the front entrance of the hall. If there are more than two bags after the event please take the rubbish to the nearby refuse between Impington and Milton.

5. FIRE PRECAUTIONS

Fire extinguishers are placed at various locations around the buildings. It is the responsibility of all group leaders to familiarise themselves with these locations and to ensure that the extinguishers are not tampered with. All external doors are Fire Exits and have either push-bars, 'yale type' locks or keys located in 'break glass' boxes beside the appropriate doors. In the event of a fire, Group Leaders and Church Deacons are responsible for the evacuation of the buildings and for alerting the appropriate assistance.

Fire regulations require that there is **NO SMOKING** in the premises.

6. FIRST AID

A first aid box is located in the Kitchen. Accidents and incidents must be reported in the "Accident and Injury Book" located in the pigeon holes.

HISTON BAPTIST CHURCH
LETTING APPLICATION FORM

Please complete, sign and return both copies to the Booking Secretary (Gill Day, 2 Poplar Road, Histon, CAMBRIDGE, CB4 9LN, Tel. 01223 720733). A copy will be returned to you in confirmation of your booking. Thank you.

Name of Organisation:

Description of Proposed Activity:

Dates and times required:

Room(s) required:

Name, address and telephone number of person responsible for the booking:

Name:

Address

Tel. No

In the case of an activity involving children has your Organisation agreed to comply with the Government's suggested Guidelines "Safe from Harm"? Yes No

Is your organisation a charity? Yes No

Has your organisation used the church premises before? Yes No

I confirm that I have read the letting conditions and they are acceptable to me.

Signed: Date:

Confirmation of booking (to be completed by the Booking Secretary)

I confirm, on behalf of the church, that the booking as indicated on this form is accepted, subject to the letting conditions overleaf and the payment of the agreed fee of £

Signed: Date: