

HISTON BAPTIST CHURCH CONDITIONS FOR USE OF THE CHURCH PREMISES

Definitions:

User: The group, organisation or person hiring the premises or part of the premises

Group Leader: The person with responsibility for a particular event on the day

HBC Leadership Team: The Diaconate, Elders and Minister(s) at Histon Baptist Church

Bookings Secretary: The person responsible for administering the booking process at Histon Baptist Church – **this role is currently performed by the Church Administrator.**

Updates:

September 2020 – updated with special conditions relating to Coronavirus

July 2021 – updated further in relation to Coronavirus

March 2022 – updated further in relation to Coronavirus + updates to Cancellation Of Use + other minor updates

June 2022 – updated further in relation to use of alcohol on the premises

July 2022 – updated further in relation to display of publicity for events

December 2023 – updates to Fire Precautions & Parking + add section on TV Licence + other minor updates

May 2024 – updated further in relation to Safeguarding Policy and Music Broadcast Licence

September 2024 – updates to Security Section in relation to charges for lost keys + updates to General Housekeeping Section relating to the movement of staging, drum kit and piano

July 2025 – updates to clarify disposal of rubbish + other minor wording changes

March 2026 – updates re movement of piano

July 2026 - change 'Bookings' email address to 'Admin'

1. GENERAL CONDITIONS

- 1.1. The agreed fee for the use of the accommodation must be paid after receipt of the invoice or as agreed with the Bookings Secretary.
- 1.2. Setting up and clearing away time must be included in the total hours booked.
- 1.3. 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.
- 1.4. 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.
- 1.5. Where children or adults at risk are present at an event, the User agrees to either:
 - 1.5.1. comply with the guidelines set out in the church's Safeguarding Statement and Safeguarding Policy, which can be viewed on the HBC website
 - 1.5.2. or provide HBC with a copy of their own Safeguarding Policy
- 1.6. The accommodation may only be used by the User for the purpose, and during the period indicated, on the Bookings Form submitted to the church. Any overrun on the time booked may result in an additional charge.
- 1.7. The User shall affect their own Public Liability insurance cover for their use of the premises as advised by their Insurer/Agent.
- 1.8. All groups using the premises must be properly and adequately supervised and include a person or persons with total responsibility for the event, referred to in this document as the Group Leader.
- 1.9. The User must not leave in the premises any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for provision of any such specified and agreed storage facilities.
- 1.10. Posters, banners, publicity and other similar items must not be fixed to the building or posted within church grounds unless agreed in advance with the Bookings Secretary. Permission for this will normally only be granted for the day of the event.
- 1.11. The User shall not bring onto the premises any portable electrical appliances without first obtaining permission from the Bookings Secretary, and any such appliance must carry a PAT electrical testing certificate. For regular Users, HBC can carry out the PAT tests when the church's equipment is tested each year, but this service is chargeable.
- 1.12. It is the responsibility of the User to ensure that the following rules relating to the use of alcohol on the premises are applied:

- 1.12.1. For events, e.g. parties, where the person or persons for whom the event is being organised is less than 18 years of age, then no alcohol will be allowed.
- 1.12.2. For events, e.g. parties, where the person or persons for whom the event is being organised is 18 years of age or older, then alcohol will be allowed, but its distribution should be controlled and it should not be served to anyone who is under 18 years of age.

2. ROOM CAPACITIES

- 2.1. The normal maximum capacity for rooms that can be booked is as follows (but see Paragraph 14.4). It is the responsibility of Group Leaders to ensure that these numbers are not exceeded:
 - 2.1.1. Worship Area : 200 seated or 400 standing
 - 2.1.2. Church Hall : 100 seated
 - 2.1.3. L-shaped Room : 40 seated
 - 2.1.4. Creche Room : 15 seated

3. GENERAL HOUSEKEEPING

- 3.1. The User must leave all rooms that they use in a tidy and clean state, ready for the next group to use. It is expected that the User will sweep, wash or vacuum floors if required prior to leaving the premises. All equipment for this can be found in the cleaning cupboard in the coffee area.
- 3.2. All furniture must be returned to the designated storage areas.
- 3.3. All rubbish from the event must be placed in the appropriate bins. South Cambs District Council is now enforcing rules which mean that waste produced from what they call 'religious' events must be treated differently to waste produced from 'non-religious' events, which is considered as commercial waste. The document entitled 'HBC Premises & Equipment - Information for Users' which is available from the Booking Secretary explains the procedures for disposal of waste in more detail.
- 3.4. The staging within the worship area must NOT be moved without the consent of the Bookings Secretary.
- 3.5. The drum kit and its soundproof enclosure in the worship area must NOT be moved without the consent of the Bookings Secretary.
- 3.6. The piano in the worship area must NOT be moved off the staging without the consent of the Bookings Secretary. In fact the piano should NOT be moved at all without getting advice, as movement of any kind may damage the cables.
- 3.7. Areas within the premises such as corridors, kitchen, toilets etc. may be shared with other groups or organisations, therefore should be kept tidy at all times.
- 3.8. The toilets, entrance way and corridors will be regularly cleaned by persons designated by the HBC Leadership Team, but the User must clean any excessive mess created by them. They should also check that taps are not left running.

- 3.9. If you find something is broken or needs repairing, please record this in the infrastructure repair book that is kept in the Administration pigeonhole in the corridor.
- 3.10. All corridors must be kept clear at all times, as these are used as routes to the fire exits.

4. DAMAGE

- 4.1. 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. Any damage to the accommodation or fixtures and fittings or equipment must be reported to the HBC Leadership Team or to the Bookings Secretary, and may be charged for separately.

5. SECURITY

- 5.1. The User may be allocated keys to the premises, which must be returned to the Bookings Secretary, either at the end of a one-off event or after the end of a series of events.
- 5.2. If keys are not returned, a charge for replacement of the keys will be made to the User. The current charge is £10 per key.
- 5.3. Likewise, for any keys which are lost and therefore need replacement, a charge will be made to the User. The current charge is £10 per key.
- 5.4. Keys must not be copied without the agreement of the HBC Leadership Team.
- 5.5. The Bookings Secretary must be informed of any change to the named key holder(s).
- 5.6. The User is responsible for ensuring the premises are secure at the end of the event and this includes:
 - Closing and properly securing all external doors and windows
 - Turning off all lights
 - Ensuring that any electrical equipment used is turned off and any plugs removed from the sockets

6. THE KITCHEN

- 6.1. 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.
- 6.2. Every group using the kitchen is responsible for leaving it clean and tidy after the event.
- 6.3. All work surfaces should be left clean and dry, all crockery and cutlery should be washed, dried and returned to the appropriate cupboards, and the waste bins should be emptied if full. If there are more than two bags of rubbish after the event, then the rubbish should be taken to the nearby recycling centre between Impington and Milton.

7. FIRE PRECAUTIONS

- 7.1. Fire evacuation signs are placed at Fire Exits around the building. It is the responsibility of all Group Leaders to familiarise themselves with the fire evacuation procedures.
- 7.2. 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.
- 7.3. The Fire Exits have either push-bars or 'Yale type' locks for opening.
- 7.4. Group Leaders should arrange their own fire drills and escape procedures, and are responsible for making sure that all attendees of their event are aware of the location of the fire exits, and have been briefed on what to do in the event of a fire.
- 7.5. In the event of a fire, Group Leaders are responsible for the evacuation of the buildings and for alerting the appropriate assistance.
- 7.6. Fire regulations require that there is "NO SMOKING" in the premises.

8. FIRST AID

- 8.1. A first aid box is located in the Kitchen.
- 8.2. Accidents and injuries must be reported in the "Accident and Injury Book" located in the pigeonholes in the corridor.
- 8.3. A defibrillator machine is located on the outside wall to the right of the main entrance. The code to open the box can be obtained by phoning 999 and giving the location.

9. PARKING

- 9.1. The User and attendees at events organised by the User may use the HBC car park free of charge.
- 9.2. In the summer months the field behind the car park may be used for overflow parking when this is indicated by signs in the car park.
- 9.3. Parking on any of the grass areas at the front and along the side of the building is strictly forbidden at all times.
- 9.4. If the car park is full then space can normally be found in the surrounding streets, but please ensure that everyone parks with consideration for residents, and that no driveways are blocked.
- 9.5. For events where more than 40 attendees are expected the User must assign people for directing the traffic in the car park and ensuring that nobody parks illegally.
- 9.6. Anyone using the car park does so at their own risk, and HBC accepts no liability for any accidents, injuries, or damage caused.

10. TV LICENCE

- 10.1. It should be noted that HBC does not have a TV Licence for live streaming of programmes, therefore this is NOT allowed on any device by anyone using the building.

11. MUSIC BROADCAST LICENCE

- 11.1. It should be noted that HBC has a restricted licence for broadcast of music, e.g. via Zoom, called the Digital Music Licence for Worship. This is used for the online streaming of our worship services. For any event where music is to be broadcast which is not covered by the Digital Music Licence for Worship, the User will need to purchase their own one-off licence for the event, either via the Bookings Secretary, if using the HBC Zoom account, or themselves if using their own broadcast account.

12. CANCELLATION OF USE

- 12.1. The HBC Leadership Team or the Bookings Secretary reserve the right to cancel any booking in the event that the premises or any part of the building is required for parliamentary, local or other elections, or for other such extraordinary or special purposes it sees fit, e.g. weddings, funerals, special church events. This may be at short notice. HBC will not be liable for any compensation arising out of the cancellation.
- 12.2. Users may cancel a booking by emailing or phoning the Bookings Secretary. Cancellations should be made at least 24 hours before the event. If less than 24 hours' notice of cancellation is given then the User may still be charged for the booking.
- 12.3. The User may be charged for any booking for which a cancellation has not been notified to the Bookings Secretary, even if the event was not held.
- 12.4. All charges applied in relation to cancellations are at the discretion of the Bookings Secretary.

13. TERMINATION OF USE

- 13.1. The HBC Leadership Team may terminate use of the premises by the User without notice if the User breaches any of the terms and conditions herein, especially those relating to Health and Safety or if payment, as agreed with the Bookings Secretary, is not received.
- 13.2. Those using the premises on a regular basis can terminate the agreement on giving 1 month's notice in writing, or via email. After this notice period there are no further fees to pay.
- 13.3. The HBC Leadership Team can terminate the use of the premises by the User on giving 1 month's notice in writing, or via email.

14. ADDITIONAL CONDITIONS / CHANGES RELATING TO CORONAVIRUS

- 14.1. Coronavirus Restrictions may be imposed by the HBC Leadership Team on Users of the building. These are intended to keep those using the building safe and to comply with any government restrictions or guidance in place at the time.

- 14.2. A Risk Assessment for Coronavirus has been undertaken for the HBC Premises and their general use. This is recorded in the document entitled 'HBC Risk Assessment for Coronavirus'.
- 14.3. All bookings may be subject to prior approval, by a member or members of the HBC Leadership Team, of a Covid Risk Assessment submitted by the User for the specific event or series of events.
- 14.4. The maximum Room Capacity values stated in Paragraph 2 may be reduced by the need for safe-distancing measures, as decided by the HBC Leadership Team after review of guidance or rules issued by the government for meetings within buildings or places of worship.
- 14.5. The User is responsible for setting any additional Coronavirus restrictions over and above those imposed by HBC, in order to protect the people attending their event from the spread of Coronavirus.
- 14.6. If required by the Government, it is the responsibility of the event organiser to record the names and contact details of those attending the event for test and trace purposes.
- 14.7. If any person at an event shows signs of Coronavirus during the event then they should be isolated from the rest of the group, and sent home with the advice that they should get a Coronavirus PCR test as soon as possible and inform the event organiser of the outcome of the test.
- 14.8. If anybody who has attended an event informs the event organiser that they have tested positive for Coronavirus then it is the event organiser's responsibility to follow this up in terms of test and trace. They must also let HBC know immediately via the Bookings Secretary.
- 14.9. If a positive Coronavirus test has been reported for somebody who has attended an event at HBC, then it is the responsibility of the HBC Leadership Team to decide whether they need to inform any other users of the building who have events organised within the next 48 hours.
- 14.10. If a positive Coronavirus test has been reported for somebody who has attended an event at HBC, then the HBC Leadership Team has the right to pass on to the event organiser the cost of a deep clean of the premises.

These conditions may be reviewed and changed at any time by the HBC Leadership Team or the Bookings Secretary, and new terms issued.

Contact details:

Bookings Secretary: Louise Kennedy
Minister: Revd Chris Farmer

Email: admin@histonbaptist.org.uk
Email: pastor@histonbaptist.org.uk