NEWTON MEARNS PARISH

CHURCH OF SCOTLAND

# **CONDITIONS OF USE OF CHURCH BUILDINGS**

1. All applications for use of halls/rooms must be made on the appropriate form and submitted to: The Church Administrator, Newton Mearns Parish Church, 242 Ayr Road, Newton Mearns, G77 6AA.
2. Acceptance of use of halls/rooms is granted to the person making the application, and the organisation on whose behalf the application was made, and is not transferable.
3. The person applying for the use of the hall/room is personally responsible for ensuring that (i) the ‘conditions of use of church buildings’ and (ii) the conditions of use and hygiene rules of the kitchen are observed, and that good conduct is maintained at all times. Adequate stewarding for this purpose is the personal responsibility of the person making the application and they must also ensure that the numbers of persons attending shall be restricted to the capacity of the hall.
4. Charges will be made at the appropriate rate for the type of facility required. Charges are quoted on the reverse of the application form with a minimum charge of three hours with no part hours. The Congregational Board has the right to vary charges for facilities from time to time.
5. Cancellation of hall lets: All hall lets will be charged for unless the following cancellation notice is given in writing – two week notice is required for ‘one-off lets’, for hall lets of a ‘long term nature’ then at least one month’s notice, in writing, is required.
6. By making an application for use of the halls/rooms, the person applying for such use and organisations making use of the premises accept full responsibility for any accident, injury or damage to any person, or property, which may occur during or as a result of their use of the premises.
7. **When Church crockery, utensils, tables and chairs are used all must be cleaned and stored away and any refuse removed. All breakages must be notified and paid for.**
8. Advanced information of any special seating or lay-out arrangements should be forwarded to the Church Administrator at least two weeks prior to the date of the function. The granting of the use of hall/room does not confer automatically the use of specialised equipment and facilities within the premises. Please check what is available at time of booking.
9. The person making the application must confirm that they are familiar with the Home Office Code of Practice, ‘Safe from Harm’, and/or the publication ‘Protecting the Children’, endorsed by the Scottish Office, and have an understanding of it and undertake to follow the Code of Practice contained therein in working with children and young people under the age of 16 years.

# Only soft balls may be used in The Old Hall and The Memorial Hall and **no** balls used in all other halls.

#  All fire escapes **must** be kept clear **at all times** and should not be blocked by anything. Please help to keep all fire exits clear and if you see something blocking an exit please move it away and bring it to the attention of the caretaker – even if it was someone else who blocked it!

# **We do not employ anyone to clear up after the halls have been used. The halls should be left in a clean and tidy condition after use. Chairs should be stacked no more than 6 high and turned to face the wall.**

# Cooking is only permitted in the kitchen. Cooking of any kind elsewhere in the buildings is **not** permitted. Please **do not** touch any food items which are left in the fridge which do not belong to you.

# **Do not** **adjust the heating controls in the halls.** If you wish the heating changed, speak to a caretaker or leave a note in the church office.

# The cost of repairs for all damage attributable to the user of a hall shall be charged to that user.

# All organisations are required to store their equipment safely and kept in a tidy order.

1. It is now mandatory that every person who has contact with children **MUST** be checked by Disclosure Scotland. For more information about this, please contact Mr John Boyd, 639 7331.

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