

POLICY ON THE USE OF PREMISES AT CHRIST CHURCH MORETON HALL

DEFINITIONS

- I. PCC shall mean the Parochial Church Council of Christ Church Moreton Hall
 - II. Premises shall mean the building and grounds comprising Christ Church Moreton Hall from time to time and any part thereof
 - III. CCMH shall mean Christ Church Moreton Hall
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1. The primary use of the premises at Christ Church Moreton Hall (“premises”) is for the advancement of the Christian religion by the proclamation of the Gospel of Christ and the building up of his body, the Church. Therefore, priority will always be given to groups organised or sponsored by the PCC of CCMH.
 2. When the premises are not required by such groups, the PCC may permit the use of the premises as follows:
 - 2.1. for use by a Christian group or a group sponsored by a local church for a Christian service or act of worship or for religious and social activities connected with the practice of the Christian religion;
 - 2.2. for use by local schools and playgroups for Christian services and acts of worship and educational activities in keeping with the primary use of the premises as set out in Clause 1;
 - 2.3. for uses which do not fall within Clauses 1, 2.1. and 2.2. Such applications will be considered on their merits. In any case, the use of the property must not contravene the terms of the Lease of the premises.
 3. The PCC reserves the right to refuse permission for any use of the premises in its absolute discretion and without any obligation to give reasons for such refusal, unless required by law.
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TERMS AND CONDITIONS FOR THE USE OF THE PREMISES

- a. These conditions apply to all uses of the premises permitted under Clause 2.
- b. Before the premises may be used under Clause 2 above, consent must be obtained from the PCC.
- c. In the event that there is no convenient meeting of the PCC between the date of application and the date of the event, consent may be given by the Minister or the Administrator in consultation with the Churchwardens.
- d. All equipment must be returned to the position it was in prior to use of the premises by the user.
- e. If the premises or any of the equipment within it are damaged or broken during the period of use, the user shall pay the cost of repair or replacement as appropriate.
- f. The site will be cleared of litter, food or other debris and placed in bins or taken away so it is left clean. If any part of the premises or any of the equipment within them requires cleaning as a result of the use by the user, the user shall pay a minimum sum of £50 or the actual cost of cleaning, whichever is the greater.
- g. A security deposit of 20% will be required to be paid in advance of the use in respect of the matters referred to in Clauses d. and e. and in respect of a charge for heat and light. If these conditions are not met, the security deposit paid will be retained by CCMH and a further security deposit required for any subsequent booking. Organisations sponsored by CCMH may be excluded from this requirement.
- h. The PCC reserves the right for two church members to attend any event for which the premises are used, without prior notice or payment of any charge. Any such attendees will be selected in accordance with the church safeguarding policy and with due sensitivity to the nature of the event.

- i. Details of the content of the use and the event must be provided to the PCC at the time when the application to use is made. The PCC may require additional information before giving consent (paragraph c. may apply here).
- j. The user of the premises must obtain all necessary consents and licences for the use.
- k. The user of the premises must arrange their own public liability (third party) insurance to indemnify them if held legally liable for accidental bodily injury to members of the public or accidental damage to their property while the premises are being hired. The church insurance does not extend to indemnify any outside groups hiring the premises. CCMH will need to see evidence of the insurance prior to letting.
- l. The user must not park or permit to be parked any vehicle on the site surrounding the premises, other than lawfully on the public highway, not even for the purpose of loading and unloading. The user should use the car park immediately adjacent to the site for all parking associated with the use.
- m. If the premises are being used pursuant to Clause 2.1 the following additional conditions will apply
 - the premises may only be used for a limited period; and
 - a charge will be made for the use of the premises at the current rate agreed by the PCC at the time of use of the premises. However, if the use is a Service or act of Worship, the user may choose instead to take a collection for CCMH, such choice to be made at the time of application; and
 - all services or acts of worship must be of a completely Christian nature.
- n. If the premises are being used pursuant to Clause 2.2 or 2.3, a charge will be made for the use of the premises at the current rate agreed by the PCC at the time of use of the premises. All charges will be reviewed annually.
- o. If, for any reason, the user cancels the booking for the use of the premises within 7 days of the date of the booking, a full charge will be made.
- p. The user must not use any of the food or drink stores within the kitchen or elsewhere in the premises, unless agreed by the PCC. If the kitchen facilities are used, they must be returned to their original state of order and cleanliness.
- q. The user may make a donation to the work and ministry of CCMH.
- r. The PCC may impose such additional conditions on the use of the premises for any particular use as it thinks appropriate.

To the PCC of CCMH

I declare that I am over 18 years of age and confirm that this booking made on behalf of

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in the full knowledge and acceptance of the above terms and conditions.

Name.....Capacity.....

Signed.....Date.....